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**2021010084**

Computer Package Software

**Sheet 1**

**Write Answer**

1. c. Pressing the Esc key
2. a. Pressing Ctrl + C
3. c. Pressing any arrow key on the keyboard
4. d. all of the above
5. c. Concatenate and manipulate text
6. d. all of the above
7. d. Copy the worksheet
8. b. Click the column heading letter
9. b. Select File > Print from the menu and type 3 in the Number of copies text box.
10. b. Type the equals sign (=) to tell Excel that you’re about to enter a formula
11. a. Select the cells containing the title text plus the range over which the title text is to be centered
12. d. Right-click the column heading you want to delete and select delete from the shortcut menu
13. b. Click the Find button on the standard toolbar
14. b. Destination
15. a. Shorten the label
16. b. Appears to the left of the formula bar
17. b. Cell tip
18. d. All of above
19. b. View different rows and columns edit the contents of a cell
20. b. array formula
21. d. all of the above
22. b. The Tab key
23. a. The autosum button
24. d. All of the above
25. d. The Format Painter button on the standard toolbar
26. d. All of the above
27. b. The word document contains a reference to the original source application
28. c. Formula bar
29. b. Freeze panes command on the window menu
30. d. Use the word menu bar and toolbars
31. d. Value and cell references
32. d. Standard toolbar
33. a. VisiCalc
34. d. When you show the results of formulas with different decimal places that the calculated results
35. d. All of the above
36. c. With the copy and paste special commands
37. d. Lotus 1-2-3
38. d. Worksheets and charts
39. a. Xls
40. c. Pressing the Ctrl key and clicking the format painter button
41. b. Create and edit formulas containing functions
42. b. Internet assistant wizard
43. c. A formula that either directly or indirectly depends on itself
44. d. Auto Outline
45. c. Embedded
46. d. Changing cells
47. c. It can contain many sheets including worksheets and chart sheets
48. b. Value
49. a. Labels, values, and formulas
50. c. Return a formula result
51. b. Multiplication and division, positive and negative values, addition and subtraction
52. d. The resulting values of a formula instead of the actual formula
53. c. Click the Currency Style button on the formatting toolbar
54. b. Character
55. c. Text boxes
56. a. Page Break Preview.
57. c. Line chart
58. a. Press Ctrl +Home
59. a. Press the Alt key
60. b. Press Esc
61. c. position the mouse pointer over the cell
62. a. Click the object command on the insert menu
63. a. Click the save button on the standard toolbar from the menu
64. b. Double clicking the cell to edit it in-place
65. a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
66. d. All of above
67. d. a and b
68. b. No data will be entered in the adjacent cells
69. d. Click the Delete button on the Standard toolbar
70. c. Opens a shortcut menu listing everything you can do to the object
71. d. All of the above
72. d. WK1
73. b. Select the object by clicking it
74. b. Insert > Comments
75. c. Description
76. c. Ctrl key
77. d. Excel XP
78. d. Excel doesn't adjust relative cell references
79. a. extends a sequential series of data
80. d. View > split
81. a. !A!1
82. d. ' (apostrophe)
83. a. =
84. d. 10+5
85. b. =SUM(A1:A5)/(10-10)
86. b. 256
87. d. 65535
88. d. 65535
89. d. Serial Number 50771
90. c. A set of values you plot in a chart
91. c. The organization of individual values within a chart's data series
92. c. A group of cells
93. b. Referencing
94. c. Allow you to view additional worksheet columns to the right
95. a. Apostrophe (')
96. d. Ampersand (&)
97. d. all of above
98. d. None of above
99. b. Provides a quick way to view the result of an arithmetic operation on a range of cells
100. c. Column letters and row numbers