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If you want to learn computer programming then contact with me

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Question 1 (Marks: 1)

There are three types of data found in a spreadsheet.

Data, words, numbers

Equations, data, numbers

Words, numbers, labels

Numbers, formulas, labels

Question 2 (Marks: 1)

A Constant is another name for this type of data:

Number

Equations

Formula



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Description

Question 3 (Marks: 1)

Which is an absolute address?

\$C\$4

10700-105 Ave.

C4

None of these

Question 4 (Marks: 1)

What Program do you use to create a spreadsheet?

Word

Excel

Access

PowerPoint

Question 5 (Marks: 1)

Which Button on the standard toolbar gives you quick access to the Sum, Average, Count, Min and Max functions?



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AutoSume

Insert Function

AutoFill

Paste

Question 6 (Marks: 1)

What do you use to create a chart?

Chart Wizard

Pie Wizard

Excel Wizard

Data Wizard

Question 7 (Marks: 1)

Which Type of chart shows the pattern or relationships between sets of data points?

Line

Pie

Area

XY (scatter)

Question 8 (Marks: 1)



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On an Excel sheet the active cell is indicated by -----?

A dark wide border

A dotted border

A blinking border

All of these

Question 9 (Marks: 1)

A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

Do to FILE - SAVE AS – SAVE AS TYPE – Excel. Work sheet

Right click on the spreadsheet tab and select DELETE

Right click on the spreadsheet and select INSERT – ENTIRE COLUMN

None of these

Question 10 (Marks: 1)

The Word Wide Web (WWW) is....

A part off the Internet

The Internet

Not a part of internet



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ALL of these

Question 11(Marks: 1)

Uniform Resource Locator (URL) is....

The same as search engines

The addresses of specific documents and resources on the WWW

Never more than 11 characters long

All of these

Question 12 (Marks: 1)

The-----standard defines how data transmits across telephone lines or other means.

TCO/IP

EDI (Electronic Data Interchange)

Electronic funds transfer (EFT)

Ethernet

Question 13 (Marks 1)

A (n) -----line typically costs \$1,000 or more per month.



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ISDN

T3

ATM

T1

Question 14 (Marks 1)

A-----is a Web site that uses encryption techniques to secure its data.

Digital certificate

Secure HTTP (S-HTTP)

Wallet program

Secure site

Question 15 (Marks 1)

The process of converting readable data into unreadable characters to prevent unauthorized use is called-----
-----,

Normalization

Decryption

Validation

Encryption



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Question 16 (Marks 1)

-----Repeats the last command or action, if possible in excel.

F1

F2

F3

F4

Question 17 (Marks 1)

Which of the following is primary storage?

Hard disk

Floppy disk

Ram

Optical dick

Question 18 (Marks 1)

The device used to store data is called

Input device

Out put device



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Storage device

None of these

Question 19 (Marks 1)

Which of the following is intangible?

Software

Hard disk

Optical disk

Computer mouse

Question 20 (Marks 1)

Tab key is a

Non-typing key

Typing key

Toggle key

Application key