Schedule Exam-01 (Class#14-18, MS Excel) Student Name: IDB-BISEW IT Scholarship Project Student ID:

TSP: CGNT, CF, R-50 Time: 75 Min

Date: 06/12/2021 Full Marks: 150

**[Answer the following Questions (50X2=100)]**

1. You can save an Excel workbook by
   1. CTRL+X
   2. CTRL+S
   3. File tab->Save
   4. Edit, Copy

1. To quickly open a file, press
   1. CTRL+P
   2. CTRL+O
   3. CTRL+X
   4. CTRL+S

1. Buttons which do the same as Control B, Control I, and Control U can be found on the a) Home Ribbon->Editing group
   1. Home Ribbon->Font Group
   2. Home Ribbon->Paragraph Group
   3. Home Ribbon>Text Group

1. You cannot perform calculations in Excel using
   1. X
   2. \*
   3. #
   4. +
   5. /

1. All formula in Excel starts with = sign
   1. True
   2. False

1. Which one of the following is not true?
   1. There are three sheets in a new workbook
   2. Excel sheets have the extension\* .docx
   3. A new workbook is called “Book1”
   4. You can have word and Excel open together

1. To select several cells or ranges that are not touching each other, you would …… while electing. a) Hold down the CTRL key
   1. Hold down the Shift key
   2. Hold down the ALT key
   3. Hold down CTRL+Shift

1. On an Excel sheet the active cell is indicated by
   1. A dark wider border
   2. A dotted border
   3. A blinking border
   4. None of the above

1. Choose the correct respective option to enter the current time and date?
   1. Press CTRL+; and Press CTRL+:
   2. Press CTRL+: and Press CTRL+;
   3. Press CTRL+” and Press CTRL+;
   4. Press CTRL+: and Press CTRL+”

1. If you delete values from cells, which you used in formulas, the formulas will return errors. a) True

b) False

1. It is not possible to exchange your document into HTML to post your Excel file to Website. a) True

b) False

1. Which of the following is not error message symbols in MS excel? a) #####
   1. #REF
   2. #NAME?
   3. #REF!

1. Which error message symbol we see in the cell when excel does not recognized text contained within a formula?
   1. #####
   2. #REF
   3. #NAME
   4. #NAME?

1. Which of the following symbol we used to make relative addressing to absolute addressing? a) #
   1. &
   2. $
   3. %

1. While entering formula into a worksheet you can use which of the following key to quick convert a relative cell reference to absolute?
   1. F1
   2. F2
   3. F4
   4. F5

1. Under format cells dialog box which tab section we can see the orientation option? a) Font
   1. Alignment
   2. Protection
   3. Patterns

1. Which of the following key we have to press to display the format cells dialog box?
   1. CTRL+F
   2. CTRL+1
   3. Alt+1
   4. Alt+d

1. CSV stands for what?
   1. Comma separated value
   2. Comma separate value
   3. Comma separated values
   4. Comma separate values

1. To make a number in cellC1 10% smaller than the number in C3 you enter a) =C3\*1.10
   1. +C3\*11
   2. C3%10
   3. =C3\*.90

1. Within Excel, you can have up to \_\_\_\_\_\_\_ rows in a worksheet and up to \_\_\_\_\_\_\_\_ columns a) 1048576 and 16384
   1. 1433256 and 65536
   2. 2454544 and 25586
   3. 65563 and 34345

1. The extension of Excel worksheet is \_\_\_\_\_\_\_
   1. .xltx
   2. .xssx
   3. .nxstx
   4. .xlsx

1. In a worksheet by default there are \_\_\_\_\_\_ sheets
   1. 4
   2. 5
   3. 3
   4. 1

1. There are \_\_\_\_\_ types of layout views in the Ms excel.
   1. Normal, View, Print layout, Web layout
   2. Normal, page break preview, Zoom, Custom views, Full screen
   3. Normal, print layout, Zoom, Full screen
   4. None of the above

1. A worksheet is a collection of \_\_\_\_\_\_
   1. Worksheet
   2. Cell
   3. Grids
   4. Worksheet and charts

1. If you do not want to show your page break sing in your MS Excel Workbook you should go to
   * 1. File tab ->Option->’Display option for this

worksheet’ group

* + 1. File tab ->Advance->’Display option for this

workbook’ group

* + 1. File tab ->Advance->’Display’ group
    2. None of the above

1. What is the short cut key to open a new workbook within the MS Excel Application program? a) Ctrl+enter
   * 1. Ctrl+N
     2. Ctrl+escape
     3. Ctrl+tab

1. If you enter a number into your Excel worksheet then it will be automatically aligned in a) Left
   * 1. Center
     2. Right
     3. All of the bove

1. Which of the following bar displays the contents of the active cell?
   * 1. Active bar
     2. Formula bar
     3. Menu bar
     4. Name box bar

1. You can copy cell formats from one cell to another by using the
   * 1. Backspace key
     2. b) Default font
     3. Format painter
     4. Format cell

1. Which of the following symbols represents the multiplication arithmetic operator? a) ^
   * 1. \*
     2. /
     3. X

1. A descending sort arranges rows in revers alphabetical order or highest value to lowest a) True

b) False

1. You can print
   * 1. range of cells by range name Format
     2. An entire worksheet windows
     3. A single worksheet
     4. All of the above

1. A formula containing a function will always begin with\_\_\_\_\_\_ a) +
   * 1. =
     2. (
     3. IF

1. Once you are in print preview, how do you return to your spreadsheet?
   1. Click the close button at the top of the screen
   2. Click office button then close
   3. Click setup then click return to Excel
   4. you must print in order to return to your spreadsheet

1. What will be the file extension?
   1. .xtlx
   2. .xlsx
   3. .xltx
   4. .rtfx

1. The advantage of using a spreadsheet is:
   1. calculations can be done automatically
   2. changing data automatically updates calculations
   3. more flexibility
   4. all of the above

1. A value used in a formula that does not change is called a
   1. Cell address
   2. Constant
   3. Function rang

1. Which wildcard character represents any number of characters? a) \*
   1. ?
   2. !
   3. &

1. What dialog box includes an option to print a selection?
   1. Preview
   2. Print layout
   3. Print
   4. Page setup

1. What is the result of this formula: =1=+2\*3-1?
   1. 4
   2. 6
   3. 8
   4. 10

1. You can edit a cell by
   1. Clicking the edit button
   2. Double clicking the cell to edit it in-place
   3. Selecting Edit>Edit cell from the menu
   4. None of the above

1. The paste special command lets you copy and paste:
   1. Multiply the selection by a copied value
   2. Cell comments
   3. Formatting options

* 1. The resulting values of a formula instead of the actual formula

1. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet? a) Pressing Ctrl+Home
   1. Pressing home
   2. Pressing Shift+Home
   3. Pressing Alt+Home

1. When a level is too long to fit within a MS Excel Worksheet cell, you typically must a) Shorten the cell
   1. Increase the column width
   2. Decrease the column width
   3. Adjust the row height

1. Getting data from a cell located in a different sheet is called
   1. Accessing
   2. Referencing
   3. Updating
   4. Functioning

1. The advantage of using a spreadsheet isa) Calculations can be done automatically a) Changing data automatically
   1. More flexibility
   2. All of the above

1. We can take action against any cell wrap text along with shrink to fir a) True

b) False

1. From which tab we can find Merge & Center command into alignment Group? a) Insert tab
   1. Home tab
   2. Page layout
   3. View

1. Which check box we have to check fo converting row data to column or column data to Row? a) Transaction
   1. Transparent
   2. Transition
   3. Transpose

1. From which tab we can find AutoSun command into Editing Group? e) Insert tab
   1. Home tab
   2. Page layout
   3. View
2. Answer the following question: (25X2=50)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SL | ID | Name | Mark Distribution | |  | Result |
|  |  |  |
|  |  |  | Evidence by Assessor | MCQ | Descriptive |  |
| 1 | 1205855 | Kamal | 31 | 42 | 32 |  |
| 2 | 1203654 | Hasan | 30 | 47 | 36 |  |
| 3 | 1204563 | Kader | 27 | 38 | 30 |  |
| 4 | 1205874 | Aslam | 37 | 25 | 25 |  |
| 5 | 1204785 | Sohel | 31 | 46 | 48 |  |
| 6 | 1452545 | Rasel | 35 | 45 | 40 |  |

Make a result sheet using the above value. Anyone can “PASS” if his evidence mark>=60%, MCQ mark>=70 and descriptive mark>=60, otherwise “FAIL”

1. Make a Pie chart graph using the following data:

|  |  |
| --- | --- |
| Region | Population (in Lac) |
| Dhaka | 65 |
| Khulna | 35 |
| Rajshahi | 42 |
| Sylhet | 20 |