Information Technology (code 402)

Part B - Unit 2: Electronic Spreadsheet (Advanced) Worksheet

Answer Key

Class X

M	ultiple-choice questions.						
1allows you to gather data from different worksheets into a master worksheet.							
	a. Data Consolidation	b. Goal Seek					
	c. Solver	d. Total data					
2.	Consolidate option is available under	menu.					
	a. View	b. Tool					
	c. Insert	d <mark>. Data</mark>					
3.	We can consolidate data by						
	a. Row Label	b. Column Label					
	c. Both a and b	d. None of these					
4.	In which option do we have to specify the	ne target range?					
	a. Source data range						
	c. Need result at	d. target range					
5.	Which option is used to name a range o	f cells?					
	a. Range name	b. Cell Range					
	c. Define Range	d. Select Range					
6.	Define range option is available under _	menu.					
	a. Insert b. View						
	c. Developer	d. <mark>Data</mark>					
7.	The text in the row label or column labe	I must be identical, oth	erwise, new row or o	olumn will be			
	inserted.						
	a. True	b. False					
8.	SUBTOTALS data arranged i	n a group of cells.					
	a. Add b. Average	c. Find	d. Clear				
9.	In Subtotals we can select up to	groups of arrays.					
	a. 2 b. <mark>3</mark>	c. 4	d. Infinite				
10	. Scenarios are tools to test	questions.					
	a. if else b. what	: else	<mark>it if</mark> d. i	f			
11	. Scenario option is available in						
	a. Data b. <mark>Tools</mark>	c. Insert	d. Windows				
12	. We can shift from one scenario to anot	her by					
	a. <mark>Navigator</mark>	b. Find and Replace					
	c. Data Source	d. None of these					
13	. We can create only 3 scenarios for a giv	en range of cells.					
	a. True	b. <mark>False</mark>					
14	. Which option is suitable to calculate the	e effect of different into	erest rates on an inve	stment.			
	a. <mark>Scenario</mark>	b. Subtotal					
	c. Consolidate	d. None of these					
15	. Goal Seek Option available in	menu.					
	a. Data b. Format	c. T <mark>ools</mark>	d. Insert				
16	. We can give different colours to differe	nt scenarios?					
	a. <mark>True</mark>	b. False					
17	is more elaborate form	of Goal Seek.					
	a. Scenario	b. Subtotal					
	c. <mark>Solver</mark>	d. All of these					

A.

18	. wnen you open a nev	v spreadsneet, i	by default it has sheet na	amea	
	a. <mark>Sheet1</mark>	b. Sheet_1	c. Sheet 1	d. None of these	
19	Formula to refer a cel	I A3 in sheet na	med S1 is:		
	a. =S1A3	b. =S1.A3	c. ='S1'.A3	d. None of these	
20	A relative link will sto	p working only i	f the target is moved.		
	a. True		b. False		
21	. Hyperlink icon is pres	ent on			
	a. Format Toolbar		b. <mark>Standard Toolbar</mark>		
	c. Menu Bar		d. None of these		
22	Raman and his friends wants to work together in a spreadsheet. They can do so by				
	a. Sharing Workbook		b. Linking Workbook		
	c. Both a and b		d. None of these		
23	After sharing a works			ar after the worksheet's title.	
	a. Sharing			eet d. None of these	
24	Share document option				
	a. <mark>Tools</mark>		c. Edit	d. File	
25	. Which of the followin	g buttons are p	resent on "Resolve Conf	ict" dialog box which appear during	
	saving shared works	heet.			
	a. Keep Mine		b. Keep Other		
	c. Keep All Mine		d. <mark>All of these</mark>		
26	. A coloured border, appears around a cell where changes were made in shared				
	worksheet.				
	a. Blue	b. Yellow	c. Green	d. <mark>Red</mark>	
27	. A deleted column or r	row in shared w	orksheet is marked by a	coloured bar.	
	a. Light b. Line	e	c. Solid	d. <mark>Heavy</mark>	
28	Seema is the author o	of shared worksl	heet so she has the right	to accept or reject changes made by the	
	reviewers.				
	a. <mark>True</mark>		b. False		
29	. Worksheets can be m	erged from	me	enu.	
	a. <mark>Edit</mark>	b. File	c. View	d. Tools	
30	Edited worksheet can	be compared v	vith the original workshe	et by selecting.	
	a. File -> Compare Do	cument	b. Edit -> Compare D	<mark>ocument</mark>	
	c. View -> Compare D	ocument	d. Tools -> Compare	Document	
31	Macros are especially	useful to	a task.		
	a. do	b. <mark>repeat</mark>	c. simplify	d. complicate	
32	When a document is	created and sav	ed, it automatically cont	ains a library named	
	a. Module Library		b. Macro Library		
	c. <mark>Standard</mark>		d. None of these		
33	Function names in Ca	lc are not case s	sensitive.		
	a. True		b. <mark>False</mark>		
34	. Use Ma	cro to start the	macro recorder.		
	a. Tools > Macros > Re	<mark>ecord</mark>	b. Tools > Record > Re	ecord Macro	
	c. Data > Macros > Re	cord	d. None of these		
35	. Click	to stop the mad	cro recorder.		
	a. Close Recording		b. End Recording		
	c. Stop Recording		d None of these		