

CLASS TEST 2 (B7)

NAME Magdaline Ama Drah.

CLASS 7B

DATE 5th March 2024.

15  
30

1. What is Excel used for?

- ☒ A. Creating presentations
- B. Writing essays
- C. Managing and analyzing data
- D. Editing photos

2. Which button can you use to quickly add up a column of numbers in Excel?

- ☒ A. AutoSum
- B. AutoFormat
- C. AutoFill
- D. AutoCorrect

3. How can you make text bold in Excel?

- ☒ A. Press Ctrl + B
- B. Press Ctrl + U
- C. Press Ctrl + I
- D. Press Ctrl + V

4. What does the function of the Fill Handle in Excel allow you to do?

- ☒ A. Change the cell color
- B. Copy and fill data in a series
- C. Delete cells
- D. Create charts

5. To insert a new row in Excel, what is the correct method?

- ☐ A. Right-click and choose Insert from the context menu
- ☒ B. Press Enter key
- C. Press Ctrl + X
- D. None of the above

6. How do you format numbers as currency in Excel?

- A. Use the Format Painter
- B. Apply a custom number format
- ☒ C. Right-click and choose Currency from the menu
- D. Press Ctrl + C

7. What is a cell reference in Excel?

- A. The address of a cell
- ☒ B. The content of a cell
- C. The color of a cell
- ☒ D. The font size of a cell

8. What is the purpose of the Freeze Panes feature in Excel?

- A. To lock specific cells for editing
- B. To keep certain rows or columns visible while scrolling
- C. To change the background color of cells
- ☒ D. To hide cells

9. How do you apply a filter to a column in Excel?

- A. Use the Sort button
- ☒ B. Click on the column header and choose Filter
- C. Press Ctrl + F
- D. Format the cells as text

10. What does the function of the AutoFill feature in Excel include?

- ☒ A. Correcting spelling errors
- ☒ B. Copying and filling data in a series
- C. Creating a new worksheet

11. In Excel, what is a formula used for?

- ☒ A. Formatting cells
- B. Performing calculations on data
- C. Applying filters
- D. Changing cell colors

12. How can you make a cell reference absolute in an Excel formula?

- A. Use the dollar sign (\$) before the column and row reference
- B. Press Ctrl + A
- C. Apply a font color
- ☒ D. Press Shift + Enter

13. To delete a column in Excel, what is the correct method?

- A. Right-click and choose Delete from the context menu
- B. Press the Delete key
- C. Press Ctrl + D
- ☒ D. Both A and B

14. What is the purpose of the SUM function in Excel?

- A. Finds the average of a range
- ☒ B. Adds up a range of cells
- C. Multiplies a range of cells
- D. Counts the number of cells that meet a condition

15. How do you protect a worksheet in Excel from being edited by others?

- A. Use a password through the File menu
- ☒ B. Apply the Protect Sheet option in the Format menu
- C. Both A and B
- D. Worksheets are always protected by default

16. How can you make text italic in Excel?

- A. Press Ctrl + I
- ☒ B. Press Ctrl + B
- C. Press Ctrl + U
- D. Press Ctrl + C

17. What is the purpose of the "Sort" feature in Excel?

- A. To apply conditional formatting
- ☒ B. To arrange data in a specific order
- C. To change the font color
- D. To insert a new column

18. Which function would you use to find the highest value in a range of cells in Excel?

- A. =MAX()
- B. =MIN()
- C. =AVERAGE()
- ☒ D. =SUM()

19. How do you change the width of a column in Excel?

- ☒ A. Drag the column border
- B. Use the Format Painter
- C. Press Ctrl + W
- D. Apply a font size

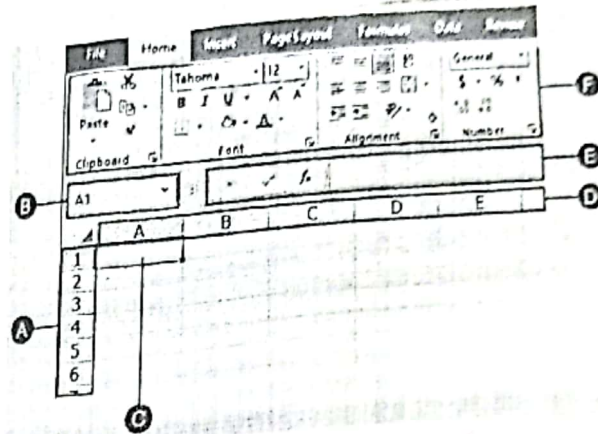
20. What does the function of the "Undo" button in Excel do?

- ☒ A. Redo the last action
- B. Save the workbook
- C. Delete the selected cells
- D. Reverse the last action

21. To copy data from one cell to another in Excel, which method can you use?

- A. Press Ctrl + V

USE THE PICTURE TO ANSWER THE FOLLOWING QUESTIONS 26 - 30



26. A. Row number. ✓  
 27. B. Name box. ✓  
 28. C. Active cell. ✓  
 29. D. Column bar. ✓  
 30. E. Formula bar. ✓

Right-click and choose Copy from the context menu  
 Press Ctrl + C and then Ctrl + V  
 All of the above

22. What is the purpose of the "Hyperlink" feature in Excel?

- A. To change the color of text  
 B. To create a link to another location or document  
 C. To add a filter to a column  
 D. To insert a new worksheet

23. In Excel, what does the function COUNTIF() do?

- A. Adds up a range of cells  
 B. Counts the number of cells that meet a specific condition  
 C. Multiplies a range of cells  
 D. Finds the average of a range

24. How can you format text as a bulleted list in Excel?

- A. Use the Bullets button on the toolbar  
 B. Apply a custom number format  
 C. Press Ctrl + B  
 D. Right-click and choose Format Cells

25. What is the purpose of the "Wrap Text" feature in Excel?

- A. Changes the font style of text  
 B. Adds a border around cells  
 C. Forces text to appear on multiple lines within a cell  
 D. Adjusts the alignment of text