

ICDL MULTIPLE CHOICE QUESTIONS (80 POINTS)  
FACILITATOR: MR MLAMBO

1. What are the basic rectangular building blocks of a spreadsheet?
  - a. Cells
  - b. Zoom slider
  - c. Help button
  - d. All of these
2. \_\_\_\_ appear at the bottom of the Excel window.
  - a. Title bar
  - b. Formula bar
  - c. Work sheet tabs
  - d. Name box
3. Which of the following is not a term pertaining to spreadsheets?
  - a. Cell
  - b. Character
  - c. Browser
  - d. Formula
4. Another name for a pre-programmed formula in Excel is
  - a. Cell
  - b. Graph
  - c. Function
  - d. Range
5. Excel is a program that is used to prepare a
  - a. Slide presentation
  - b. Spreadsheet
  - c. Text document
  - d. Database
6. Formulas in Excel are made up of \_\_\_\_
  - a. Arithmetical operators and functions
  - b. Only arithmetic operators
  - c. Only symbols
  - d. Only functions
7. The result is a \_\_\_\_ value either TRUE or FALSE.
  - a. Logical
  - b. Arithmetic
  - c. Algorithm
  - d. Logarithm
8. A \_\_\_\_ is rectangular grid of rows and columns used to enter data.
  - a. Cell
  - b. Spreadsheet
  - c. Worksheet
  - d. Workspace
9. How many rows are there in old version of MS Excel?
  - a. 65536
  - b. 65535
  - c. 65534
  - d. 65533
10. \_\_\_\_ was the first spreadsheet on a microcomputer.

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- a. VisiCalc
  - b. Excel
  - c. Lotus 1-2-3
  - d. StarCalc
11. Press \_\_\_\_ to close the window of MS Excel.
- a. Esc
  - b. Ctrl + Alt + C
  - c. Alt + F4
  - d. Ctrl + W
12. Which Excel feature enables predefined layouts to selected tables in the worksheet?
- a. Autograph
  - b. Autoformat
  - c. Header and Footer
  - d. Spelling and Grammar
13. The fill series dialog box in Excel has \_\_\_\_ sections.
- a. 1
  - b. 2
  - c. 3
  - d. 4
14. Which of the following is an active cell in excel?
- a. Cell address
  - b. Range
  - c. Formula
  - d. Current cell
15. What is the pictorial representation of worksheet data?
- a. Chart
  - b. Clipart
  - c. WordArt
  - d. All of these
16. Which function displays row data in a column or column data in a row?
- a. Rows
  - b. Transpose
  - c. Hyperlink
  - d. Index
17. \_\_\_\_ operator, combines multiple references into one reference.
- a. Ampersand
  - b. Space
  - c. Comma
  - d. Colon
18. When we can create a chart on a separate sheet in the same workbook, it is called a
- a. Chart sheet
  - b. Embedded chart
  - c. View sheet
  - d. View chart
19. \_\_\_\_ sign is used to create an absolute cell reference.
- a. \$

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- b. @
  - c. &
  - d. %
20. # VALUE! Refers to \_\_\_\_
- a. Font value
  - b. Error in value
  - c. Subscript of the number value
  - d. Addition of value
21. You can undo and redo up to \_\_\_\_ action in Microsoft Office Excel, even after a worksheet is saved.
- a. 50
  - b. 99
  - c. 100
  - d. 500
22. Press \_\_\_\_ to close an open menu or submenu, dialog box, or message window.
- a. Tab+ctrl+6
  - b. Esc
  - c. Alt+ 5
  - d. Ctrl+ 1
23. To insert nonadjacent columns, hold down \_\_\_\_ while you select nonadjacent columns.
- a. Space
  - b. Ctrl
  - c. Tab
  - d. Alt
24. In a spreadsheet program, the \_\_\_\_ contains related worksheets and documents.
- a. Cell
  - b. Formula
  - c. Column
  - d. Workbook
25. Forms that are used to organise business data into rows and columns are called
- a. Spreadsheets
  - b. Business forms
  - c. Registers
  - d. Transaction sheet
26. Which of the following characteristics is used to compute dynamically the results from Excel data?
- a. Chart
  - b. Formula and Function
  - c. Table
  - d. Diagram
27. To select the entire column, press
- a. Tab + C
  - b. Tab + E
  - c. Alt + Space
  - d. Ctrl + Space

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28. In A3 cell edit = A1 + A2 refers to
- Addition of A1 and A3 will display in A2
  - Addition of A1 and A2 will display in A3
  - Addition of A1 and A2 will not display in A3
  - Addition of A2 and A3 will display in A1
29. \_\_\_\_\_ specify the type of calculation that you want to perform on the elements of a formula.
- Constants
  - References
  - Operators
  - All of these
30. When you enter text in a cell in Excel. It also appears in the
- Status bar
  - Formula bar
  - Row heading
  - Name box
31. Repeats the last command or action
- Ctrl + C
  - Ctrl + R
  - Ctrl + U
  - Ctrl + Y
32. \_\_\_\_\_ are equations that perform calculations on values in your worksheet.
- Functions
  - References
  - Formulas
  - Constants
33. Press \_\_\_\_\_ to bring up search box.
- Shift + F3
  - Shift + F4
  - Shift + F5
  - Shift + F6
34. In \_\_\_\_\_ tab you will find AutoSum button.
- Formatting tab
  - Formulas tab
  - Standard tab
  - Clipboard tab
35. Press \_\_\_\_\_ to create a chart.
- F1
  - F5
  - F11
  - F12
36. Microsoft word is \_\_\_\_\_ software.
- Application
  - Compiler
  - System
  - Programming

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37. Which is not in MS word?
- Italic
  - Magic tool
  - Font
  - Bold
38. \_\_\_\_ cannot be used to work in MS Office.
- Joystick
  - Scanner
  - Light Pen
  - Mouse
39. The \_\_\_\_ works with the standard Copy and Paste commands.
- View tab
  - Paragraph dialog box
  - Office Clipboard
  - All of these
40. MS Word is \_\_\_\_ software.
- Web browser
  - Word processing
  - Operating system
  - Antivirus
41. The valid format of MS Word is \_\_\_\_
- .exe
  - .doc
  - .png
  - .jpeg
42. What program is used in MS-Word to check the spelling?
- Research
  - Word Count
  - Set language
  - Spelling & Grammar
43. To show the font dialog box press \_\_\_\_
- Ctrl+ P
  - Ctrl+ D
  - Ctrl+ B
  - Ctrl+ Q
44. A word gets selected by clicking it
- Once
  - Twice
  - Three times
  - Four times
45. A \_\_\_\_ identifies a location or a selection of text that you name and identify for future reference.
- Footer
  - Bookmark
  - Header
  - Page number

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46. Which option is not available in Microsoft office button?
- Bold
  - New
  - Save
  - Open
47. \_\_\_\_\_ is the change the way text warps around the selected object.
- Text wrapping
  - Indent
  - Clipart
  - Line spacing
48. In the \_\_\_\_\_ we can change the view of the document and set the zoom option.
- Home panel
  - View option toolbar
  - Ribbon
  - Title bar
49. The center the selected text, the shortcut key is
- Ctrl + C
  - Ctrl + E
  - Ctrl + U
  - Ctrl + O
50. A major step before taking print of the document is
- To save the document
  - To set paper setting
  - To see print preview of the document
  - Both b and c
51. To delete the selected text press
- Ctrl
  - Alt
  - Home
  - Delete
52. Which of the following to justification align the text on both the sides-left and right of margin?
- Balanced
  - Right
  - Justify
  - Balanced
53. Line spacing is in the \_\_\_\_\_ of MS Word.
- Format tab
  - View tab
  - Insert tab
  - Home tab
54. \_\_\_\_\_ button reduces the window to an icon but word still remains active.
- Close
  - Restore
  - Maximize
  - Minimize

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55. Which term is not related with font?
- Font grammar
  - Font color
  - Font size
  - Font face
56. Arial, Cambria, Verdana, Times New Roman are the name of \_\_\_\_
- Highlights
  - Font face
  - Text
  - Alignment
57. Which of the following is not an option in clipboard?
- Cut
  - Copy
  - Paste
  - Page setup
58. Changing the appearance of a document is called as \_\_\_\_
- Page orientation
  - Editing
  - Finding
  - Formatting
59. What is a note or annotation that an author or review adds to a document?
- Comment
  - Caption
  - Header
  - Footer
60. \_\_\_\_\_ is a presentation program.
- U-torrent
  - Mozilla Firefox
  - MS PowerPoint
  - Slide Panel
61. In PowerPoint, the header and footer button can be found on the insert tab in what group?
- Tables group
  - Text group
  - Object group
  - Illustrations group
62. The slide that is used to introduce a topic and set the tone for the presentation is called the
- Title slide
  - Bullet slide
  - Table slide
  - Graph slide
63. The PowerPoint view that displays only text (title and bullets) is
- Outline view
  - Notes page view
  - Slide sorter

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- d. Slide show
- 64. What is the default PowerPoint standard layout?
  - a. Blank
  - b. Title slide
  - c. Title only
  - d. Comparison
- 65. Press \_\_\_\_\_ to delete one word to the right.
  - a. Ctrl + Delete
  - b. Ctrl + Enter
  - c. Ctrl + Tab
  - d. Ctrl + Backspace
- 66. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
  - a. Slide Master
  - b. Slide Show
  - c. Slide Sorter
  - d. Notes Page
- 67. Which is the right term of presentation page?
  - a. Chart
  - b. Slides
  - c. Clipart
  - d. Image
- 68. You can use the \_\_\_\_ to insert symbols.
  - a. Font dialog box
  - b. Text dialog box
  - c. Paragraph dialog box
  - d. Symbol dialog box
- 69. Press \_\_\_\_ to start presentation from the beginning.
  - a. F5
  - b. F6
  - c. F7
  - d. F8
- 70. In slide layout panel, how many layouts are available for text layout by default?
  - a. 4
  - b. 7
  - c. 12
  - d. 15
- 71. The best way to insert a new slide in a presentation is to use the
  - a. Normal view
  - b. Special view
  - c. Slide show view
  - d. Slide sorter view
- 72. Excel is a program that is used to prepare a
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- d. Database
- 73. Another name for a pre-programmed formula in Excel is
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- 74. Which of the following is not a term pertaining to spreadsheets?
  - a. Cell
  - b. Character
  - c. Browser
  - d. Formula
- 75. What are the basic rectangular building blocks of a spreadsheet?
  - a. Cells
  - b. Zoom slider
  - c. Help button
  - d. All of these
- 76. A formula in Excel always begins with an \_\_\_\_
  - a. Equal sign
  - b. Colon
  - c. Comma
  - d. Space
- 77. Which of the following Excel charts represents only one value for each variable?
  - a. Bar
  - b. Pie
  - c. Line
  - d. Function
- 78. Which term is used to join the selected cells in to one cell?
  - a. Filter
  - b. Wrap
  - c. Pivot
  - d. Merge
- 79. Which of the following identifies a cell in Excel?
  - a. Address
  - b. Formula
  - c. Name
  - d. Label
- 80. Typed text showed in active cell and also in \_\_\_\_
  - a. Formula bar
  - b. Ribbon
  - c. Title bar
  - d. Scroll bar