

Sample Questions: Spreadsheet (Computer Operator)

1. Which of the following methods cannot be used to enter data in a cell

- a. Pressing an arrow key
- b. Pressing the Tab key
- c. Pressing the Esc key
- d. Clicking on the formula bar

2. Which of the following will not cut information?

- a. Pressing Ctrl + C
- b. Selecting Edit>Cut from the menu
- c. Clicking the Cut button on the standard
- d. Pressing Ctrl+X

3. Which of the following is not a way to complete a cell entry?

- a. Pressing enter
- b. Pressing any arrow key on the keyboard
- c. Clicking the Enter button on the Formula bar
- d. Pressing spacebar

4. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of the above

5. Text formulas:

- a. Replace cell references
- b. Return ASCII values of characters
- c. Concatenate and manipulate text
- d. Show formula error value

6. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

7. Which of the following is not a basic step in creating a worksheet?

- a. Save workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

8. How do you select an entire column?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter
- c. Hold down the shift key as you click anywhere in the column
- d. Hold down the Ctrl key as you click anywhere in the column

9. How can you print three copies of a workbook?

- a. Select File>Properties form the menu and type 3 in the Copies to print text box.
- b. Select File >Print from the menu and type 3 in the Number of copies text box.
- c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
- d. Press Ctrl+P+3

10. To create a formula, you first:

- a. Select the cell you want to place the formula into
- b. Type the equals sign (=) to tell Excel that you're about to enter a formula
- c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
- d. Choose the new command from the file menu

11. To center worksheet titles across a range of cells, you must

- a. Select the cells containing the title text plus the range over which the title text is to be centered
- b. Widen the columns
- c. Select the cells containing the title text plus the range over which the title text is to be entered
- d. Format the cells with the comma style

12. How do you delete a column?

- a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
- b. Select the column heading you want to delete and select Insert Delete from the menu
- c. Select the row heading you want to delete and select Edit>Delete from the menu
- d. Right click the column heading you want to delete and select delete from the shortcut menu

13. How can you find specific information in a list?

- a. Select Tools > Finder from the menu
- b. Click the Find button on the standard toolbar
- c. Select Insert > Find from the menu

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d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button

14. When integrating word and excel, word is usually the

- a. Server b. Destination c. Client d. Both b and c

15. When a label is too long to fit within a worksheet cell, you typically must

- a. Shorten the label b. Increase the column width
c. Decrease the column width d. Adjust the row height

16. The name box

- a. Shows the location of the previously active cell b. Appears to the left of the formula bar
c. Appears below the status bar d. Appears below the menu bar

17. Comments put in cells are called

- a. Smart tip b. Cell tip c. Web tip d. Soft tip

18. Which is used to perform what if analysis?

- a. Solver b. Goal seek c. Scenario Manager d. All of above

19. You can use the horizontal and vertical scroll bars to

- a. Split a worksheet into two panes b. View different rows and columns
c. Edit the contents of a cell d. view different worksheets

20. Multiple calculations can be made in a single formula using

- a. standard formulas b. array formula c. complex formulas d. smart formula

21. Hyperlinks can be

- a. Text b. Drawing objects c. Pictures d. All of above

22. To activate the previous cell in a pre-selected range, press

- a. The Alt key b. The Tab key c. The Enter key d. None of the above

23. Which button do you click to add up a series of numbers?

- a. The autosum button b. The Formula button c. The quicktotal button d. The total button

24. When the formula bar is active, you can see

- a. The edit formula button b. The cancel button c. The enter button d. All of the above

25. To copy formatting from one area in a worksheet and apply it to another area you would use:

- a. The Edit>Copy Format and Edit>Paste Format commands form the menu.
b. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
c. There is no way to copy and apply formatting in Excel – You have to do it manually
d. The Format Painter button on the standard toolbar

26. In a worksheet you can select

- a. The entire worksheet b. Rows c. Columns d. All of the above

27. When you link data maintained in an excel workbook to a word document

- a. The word document cannot be edited
b. The word document contains a reference to the original source application
c. The word document must contain a hyperlink d. The word document contains a copy of the actual data

28. Which area in an excel window allows entering values and formulas

- a. Title bar b. Menu bar c. Formula bar d. Standard toolbar

29. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a. Unfreeze panes command on the window menu b. Freeze panes command on the window menu
c. Hold titles command on the edit menu d. Split command on the window menu

30. To edit in an embedded excel worksheet object in a word document

- a. Use the excel menu bar and toolbars inside the word application b. Edit the hyperlink
c. Edit the data in a excel source application d. Use the word menu bar and toolbars

31. To create a formula, you can use:

- a. Values but not cell references b. Cell references but not values
c. Values or cell references although not both at the same time d. Value and cell references

32. Status indicators are located on the

- a. Vertical scroll bar b. Horizontal scroll bar c. Formula bar d. Standard toolbar

33. Which of the following is the oldest spreadsheet package?

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- a. VisiCalc b. Lotus 1-2-3 c. Excel d. StarCalc

34. Rounding errors can occur

- a. When you use multiplication, division, or exponentiation in a formula
- b. When you use addition and subtraction in a formula
- c. Because excel uses hidden decimal places in computation
- d. When you show the results of formulas with different decimal places than the calculated results

35. You can copy data or formulas

- a. With the copy, paste and cut commands on the edit menu
- b. With commands on the shortcut menu
- c. With buttons on the standard toolbars
- d. All of the above

36. You cannot link excel worksheet data to a word document

- a. With the right drag method
- b. With a hyperlink
- c. With the copy and paste special commands
- d. With the copy and paste buttons on the standard toolbar.

37. Which of the following is a popular DOS based spreadsheet package?

- a. Word
- b. Smart cell
- c. Excel
- d. Lotus 1-2-3

38. An excel workbook is a collection of

- a. Workbooks
- b. Worksheets
- c. Charts
- d. Worksheets and charts

39. Excel files have a default extension of

- a. Xls
- b. Xlw
- c. Wk1
- d. 123

40. You can use the format painter multiple times before you turn it off by

- a. You can use the format painter button only one time when you click it
- b. Double clicking the format painter button
- c. Pressing the Ctrl key and clicking the format painter button
- d. Pressing the Alt key and clicking the format painter button

41. You can use the formula palette to

- a. Format cells containing numbers
- b. Create and edit formulas containing functions
- c. Enter assumptions data
- d. Copy a range of cells

42. You can convert existing excel worksheet data and charts to an HTML document by using

- a. FTP wizard
- b. Internet assistant wizard
- c. Intranet wizard
- d. Import wizard

43. A circular reference is

- a. Geometric modeling tool
- b. A cell that points to a drawing object
- c. A formula that either directly or indirectly depends on itself
- d. Always erroneous

44. Which of following is not one of Excel's what-if function?

- a. Goal seek
- b. Solver
- c. Scenario manager
- d. Auto Outline

45. When you insert an excel file into a word document. The data are

- a. Hyperlinked placed in a word table
- b. Linked
- c. Embedded
- d. Use the word menu bar and toolbars

46. Which of the following is not information you can specify using the solver?

- a. Input cells
- b. Constraints
- c. Target cell
- d. Changing cells

47. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

48. Excel probably considers the cell entry January 1, 2000 to be a

- a. Label
- b. Value
- c. Formula
- d. Text string

49. You can enter which types of data into worksheet cells?

- a. Labels, values, and formulas
- b. Labels and values but not formulas
- c. Values and formulas but not labels
- d. Formulas only

50. All worksheet formula

- a. Manipulate values
- b. Manipulate labels
- c. Return a formula result
- d. Use the addition operator

51. Which of the following is a correct order of precedence in formula calculation?

- a. Multiplication and division, exponentiation positive and negative values
- b. Multiplication and division, positive and negative values, addition and subtraction
- c. Addition and subtraction, positive and negative values, exponentiation

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d. Paranthesis (), Exponentiation ^, Division / and Multiplication , Addition + and subtraction -, Concatenation (&) Comparision

52. The Paste Special command lets you copy and paste:¹

- a. Multiply the selection by a copied value
- b. Cell comments
- c. Formatting options
- d. The resulting values of a formula instead of the actual formula
- e. All of above

53. The numbers in our worksheet look like this: 1000, You want them to look like this: \$1,000.00 How can you accomplish this?

- a. Click the Currency Style button on the formatting toolbar
- b. Select Format > Money from the menu
- c. You have to retype everything and manually add the dollar signs, commas, and decimals.
- d. None of these

54. Which of the following is not a valid data type in excel?

- a. Number
- b. Character
- c. Label
- d. Date/time

55. Excel worksheet cells work very similarly to what common element of the windows graphical user interface

- a. Option buttons
- b. List boxes
- c. Text boxes
- d. Combo boxes

56. Which of the following options is not located in the Page Setup dialog box?

- a. Page Break Preview
- b. Page Orientation
- c. Margins
- d. Headers and Footers

57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?

- a. Pie chart
- b. Row chart
- c. Line chart
- d. Column chart

58. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

- a. Press Ctrl +Home
- b. Press Home
- c. Press Shift + Home
- d. Press Alt + Home

59. Which of the following methods can not be used to edit the contents of a cell?

- a. Press the Alt key
- b. Clicking the formula bar
- c. Pressing the F2 key
- d. Double clicking the cell

60. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:

- a. Press the Erase key
- b. Press Esc
- c. Press the Enter button
- d. Press the Edit Formula button

61. to view a cell comment

- a. click the edit comment command on the insert menu
- b. click the display comment command on the window menu
- c. position the mouse pointer over the cell
- d. click the comment command on the view menu

62. When you want to insert a blank embedded excel object in a word document you can

- a. Click the object command on the insert menu
- b. Click the office links button on the standard toolbar
- c. Click the create worksheet button on the formatting toolbar
- d. Click the import excel command on the file menu

63. To save a workbook, you:

- a. Click the save button on the standard toolbar from the menu
- b. Press Ctrl+F5
- c. Click Save on the Windows Start button
- d. Select Edit>Save

64. You can edit a cell by

- a. Clicking the formula button
- b. Double clicking the cell to edit it in-place
- c. Selecting Edit>Edit Cell from the menu
- d. None of above

65. You can select a single range of cells by²

- a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
- b. Pressing the Ctrl key while dragging over the desired cells
- c. Pressing the Shift key and an arrow key
- d. Dragging over the desired cells

66. Which elements of worksheet can be protected from accidental modification?

- a. Contents
- b. Objects
- c. Scenarios
- d. All of above

¹ Internet sources have only four options and the answer is "d"

² Although all of given options are correct we need to select the simplest and most common way

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67. You can use the drag and drop method to

- a. Copy cell contents b. Move cell contents c. Add cell contents d. a and b

68. It is acceptable to let long text flow into adjacent cells on a worksheet when

- a. Data will be entered in the adjacent cells b. No data will be entered in the adjacent cells
c. There is no suitable abbreviation of the text d. There is not time to format the next

69. How can you delete a record?

- a. Delete the column from the worksheet
b. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
c. Select Data > Delete Record from the menu d. Click the Delete button on the Standard toolbar

70. Right clicking something in Excel:

- a. Deletes the object b. Nothing the right mouse button is there for left handed people
c. Opens a shortcut menu listing everything you can do to the object d. Selects the object

71. Documentation should include

- a. Destination and users of the output data b. Source of input data
c. Information on the purpose of the workbook d. All of the above

72. Files created with Lotus 1-2-3 have an extension

- a. DOC b. XLS c. 123 d. WK1

73. To delete an embedded objects, first

- a. Double click the object b. Select the object by clicking it
c. Press the Shift + Delete keys d. Select it and then press the delete key

74. Comments can be added to cells using

- a. Edit > Comments b. Insert > Comments c. File > Comments d. View > Comments

75. Which of the following is not a worksheet design criterion?

- a. Efficiency b. Adaptability c. Description d. Clarity

76. To copy cell contents using drag and drop press the

- a. End key b. Shift key c. Ctrl key d. Esc key

77. Which of the following is the latest version of Excel

- a. Excel 2000 b. Excel XP c. Excel 2012 d. Excel 2013

78. When you copy a formula

- a. Excel erases the original copy of the formula b. Excel edits cell references in the newly copied formula
c. Excel adjusts absolute cell references d. Excel doesn't adjust relative cell references

79. The autofill feature

- a. extends a sequential series of data b. automatically adds range of cell values
c. applies a border around the selected cells d. none of the above

80. Which menu option can be sued to split windows into two

- a. Format > window b. View > window > split c. Window > split d. View > split

81. Which of the following is an absolute cell reference?

- a. !A!1 b. \$A\$1 c. #a#1 d. A1

82. What symbol is used before a number to make it a label?

- a. " (quote) b. = (equal) c. _ (underscore) d. ' (apostrophe)

83. Which symbol must all formula begin with?

- a. = b. + c. (d. @

84. Which of the following formulas is not entered correctly?

- a. =10+50 b. =B7*B1 c. =B7+14 d. 10+50

85. Which of the following formulas will Excel Not be able to calculate?

- a. =SUM(Sales)-A3 b. =SUM(A1:A5)*.5 c. =SUM(A1:A5)/(10-10) d. =SUM(A1:A5)-10

86. A typical worksheet has number of columns (excel 2003)

- a. 128 b. 256 c. 512 d. 1024

87. How many characters can be typed in a single cell in Excel?

- a. 256 b. 1024 c. 32767 d. 65535

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88. A worksheet can have a maximum of number of rows (excel 2003)

- a. 256 b. 1024 c. 32000 d. 65536

89. Which of the following is not an example of a value?

- a. 350 b. May 10, 2001 c. 0.57 d. Serial Number 50771

90. The chart wizard term data series refers to

- | | |
|--|---------------------------------------|
| a. A chart legend | b. A collection of chart data markers |
| c. A set of values you plot in a chart | d. A data label |

91. The Chart wizard term data categories refers to;

- | | |
|---|--|
| a. A chart plot area | b. A horizontal axis |
| c. The organization of individual values with a chart's data series | d. The data range that supply chart data |

92. A worksheet range is a

- | | |
|-------------------------------------|---|
| a. A command used for data modeling | b. A range of values such as from 23 to 234 |
| c. A group of cells | d. A group of worksheets |

93. Getting data from a cell located in a different sheet is called ...

- a. Accessing b. Referencing c. Updating d. Functioning

94. Tab scrolling button

- | | |
|--|---|
| a. Allow you to view a different worksheet | b. Allow you to view additional worksheet rows down |
| c. Allow you to view additional worksheet columns to the right | d. Allow you to view additional sheets tabs |

95. A numeric value can be treated as a label value if it precedes with

- a. Apostrophe ('') b. Exclamation (!) c. Hash (#) d. Ampersand (&)

96. Concatenation of text can be done using

- a. Apostrophe ('') b. Exclamation (!) c. Hash (#) d. Ampersand (&)

97. Data can be arranged in a worksheet in a easy to understand manner using

- a. auto formatting b. applying styles c. changing fonts d. all of above

98. You can use drag-and-drop to embed excel worksheet data in a word document

- a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
 b. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
 c. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
 d. None of above

99. The auto calculate feature

- a. Can only add values in a range of cells
 b. Provides a quick way to view the result of an arithmetic operation on a range of cells
 c. Automatically creates formulas and adds them to a worksheet d. A and c

100. Excel uniquely identifies cells within a worksheet with a cell name

- | | |
|-----------------------------------|-----------------------------------|
| a. Cell names | b. Column numbers and row letters |
| c. Column letters and row numbers | d. Cell locator coordinates |

1 - c	2 - a	3 - d	4 - d	5 - c	6 - a	7 - d	8 - b	9 - b	10 - a
11 - a	12 - d	13 - d	14 - d	15 - b	16 - b	17 - b	18 - d	19 - b	20 - b
21 - d	22 - d	23 - a	24 - d	25 - d	26 - d	27 - b	28 - c	29 - b	30 - a
31 - d	32 - c	33 - a	34 - a	35 - d	36 - d	37 - d	38 - d	39 - a	40 - b
41 - b	42 - b	43 - c	44 - d	45 - b	46 - a	47 - c	48 - b	49 - a	50 - c
51 - d	52 - e	53 - a	54 - b	55 - c	56 - a	57 - c	58 - a	59 - a	60 - b
61 - c	62 - a	63 - a	64 - b	65 - d	66 - d	67 - d	68 - b	69 - b	70 - c
71 - d	72 - c	73 - d	74 - b	75 - c	76 - c	77 - d	78 - b	79 - a	80 - c
81 - b	82 - d	83 - a	84 - d	85 - a	86 - b	87 - c	88 - d	89 - d	90 - b
91 - b	92 - c	93 - b	94 - d	95 - a	96 - d	97 - d	98 - a	99 - b	100 - c

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101. You can zoom a worksheet

- a. With the mouse pointer in Print Preview
- b. With the zoom button on the Print Preview toolbar
- c. With the Zoom command on the view menu
- d. All of the above

102. You can not link Excel worksheet data to a Word document

- a. With the right drag method
- b. With a hyperlink
- c. With the copy and paste special commands
- d. With the copy and paste buttons on the standard toolbar

103. This type of software is similar to an accountant's worksheet

- a. Word processing
- b. Database
- c. Spreadsheets
- d. Graphics

104. Which function will calculate the number of workdays between 6/9/2004 and 8/12/2004?

- a. Workday
- b. Date
- c. Networkdays
- d. All of the above

105. Data marker on a chart are linked to data points in a worksheet, therefore,

- a. You can automatically apply formatting to a data series
- b. You can change the position of a data marker and automatically change the data point value in the worksheet
- c. You can change a data print value and automatically draw the chart
- d. a and b

106. When you group worksheets

- a. You can enter variable data on multiple worksheets at one time
- b. You can print more than one worksheet at a time
- c. You can enter common data, formats, and formulas on multiple worksheets at one time
- d. b and c

107. You can use the format painter multiple times before you turn it off by

- a. You can use the format painter button only one time when you click it
- b. Double clicking the format painter button
- c. Pressing the Ctrl key and clicking the format painter button
- d. Pressing Alt key and clicking the format painter button

108. The default header for a worksheet is

- a. Your name
- b. The date and time
- c. None
- d. The sheet tab name

109. To drag a selected range of data to another worksheet in the same workbook, use the

- a. Tab key
- b. Alt key
- c. Shift key
- d. Ctrl key

110. When creating a vertical page break

- a. The active cell must be A1
- b. The active cell can be anywhere in the worksheet
- c. The active cell must be in row 1
- d. The active cell must be in column A

111. To activate the previous cell in a pre-selected range, press

- a. the Alt key
- b. the Tab key
- c. the Enter key
- d. none of above

112. When the formula bar is activated, you can see

- a. The Edit Formula button
- b. The Cancel button
- c. The Enter button
- d. All of above

113. In a worksheet you can select

- a. The entire worksheet
- b. Rows
- c. Columns
- d. a, b, and c

114. when you print preview a worksheet

- a. the entire worksheet is displayed
- b. the selected range is displayed
- c. the active portion of the worksheet is displayed
- d. a, b and c

115. You can group noncontiguous worksheets with

- a. The group button on the standard toolbar
- b. The shift key and the mouse
- c. The ctrl key and mouse
- d. The alt+enter key

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116. Weight refers to

- a. The print density of characters
- b. The height of the printed character
- c. Upright or slanted shape
- d. The design and appearance of characters

117. When you link data maintained in Excel workbook to a Word document

- a. The Word document cannot be edited
- b. The Word document contains a reference to the original source application
- c. The word document must contain a hyperlink
- d. The word document contains a copy of the actual data

118. When you see a cell with a red triangle in the top right corner, what does this signify?

- a. There is an error in the cell
- b. There is a comment associated with the cell
- c. The font color for text in the cell is red
- d. A formula cannot be entered into the cell

119. To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the

- a. Unfreeze panes command on the window menu
- b. Freeze panes command on the window menu
- c. Hold titles command on the edit menu
- d. Split command on the window menu

120. Which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?

- a. Use Ctrl to select all three cells, then click the paste button on the standard toolbar
- b. Copy the selected cell, then select the other two cells, click style on the Format menu, then click Modify
- c. Click format painter on the Formatting toolbar twice then click in each cell you want to copy the formatting to
- d. All of above

121. To edit data in an embedded Excel worksheet object in a Word document

- a. Use the Excel menu bar and toolbars inside the word application
- b. Edit the hyperlink
- c. Edit the data in a Excel source application
- d. Use the Word menu bar and toolbars

122. Status indicators are located on the

- a. Vertical scroll bar
- b. Horizontal scroll bar
- c. Formula bar
- d. Formatting toolbar

123. You can open the scenario Manager dialog box by choosing scenarios from the menu.

- a. View
- b. Insert
- c. Format
- d. Tools

124. You can open the Sort dialog box by choosing Sort from the menu

- a. View
- b. Format
- c. Tools
- d. Data

125. when working in the page break preview, you can

- a. view exactly where each page break occurs
- b. add or remove page breaks
- c. change the print area
- d. all of above

126. A data map is helpful

- a. When you have too much data to chart
- b. To show a geographic distribution of data
- c. To compare data points
- d. To show changes in data over time

127. Rounding errors can occur

- a. When you use multiplication, division or exponentiation in a formula
- b. When you use addition and subtraction in a formula
- c. Because Excel uses hidden decimal places in computation
- d. When you show the results of formulas with different decimal places than the calculated results

128. You can copy data or formulas

- a. With the copy, paste and cut commands on the edit menu
- b. With commands on a shortcut menu
- c. With buttons on the standard toolbar
- d. All of the above

129. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of above

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130. Which of the following setup options can not be set in the page setup dialog box?

- a. Printer selection
- b. Vertical or horizontal placement
- c. Orientation
- d. Row and column titles

131. What term refers to a specific set of values saved with the workbook?

- a. Range
- b. Scenario
- c. Trend line
- d. What-if analysis

132. Got functions? No? You need the insert function dialog box. How do you get it?

- a. Right click a cell and then click insert
- b. Click the insert menu and then click function
- c. Type = in a cell
- d. All of the above

133. Which of the following describes how to select all the cells in a single column?

- a. Right click on column and select Pick from list
- b. Use data – text to columns menu item
- c. Left click on the gray column title button
- d. Pressing Ctrl + A on the keyboard

134. When you use the fill effects in the format data series dialog box, you can not

- a. rotate text on the chart
- b. select a fore ground color
- c. select a pattern
- d. select a background color

135. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?

- a. Rows and columns
- b. Headings
- c. Speed
- d. None

136. Which of the following is not a basic step in creating a worksheet?

- a. Save the workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

137. What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20?

- a. Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows
- b. Select the range you want, include both cells, point to fill on the Edit menu, and then click down.
- c. Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the Paste button, and then click Paste Special
- d. All of above

138. To insert three columns between columns D and E you would

- a. Select column D
- b. Select column E
- c. Select columns E, F and G
- d. Select columns D, E, and F.

139. To center worksheet titles across a range of cell, you must

- a. Select the cells containing the title text and use the fill handle to center the text across a range of cells
- b. Select the cells containing the title text and click on Center button
- c. Select the cells in range containing the title text and use the Merge and Center tool
- d. Widen the column

140. When integrating Ms-Word and Excel, Word is usually the

- a. Server
- b. Source
- c. Client
- d. None

141. Charts tips can

- a. Show the formatting of a data label
- b. Show the name of a data series
- c. Show the value of data point
- d. b and c

142. The Name box

- a. Shows the location of the previously active cell
- b. Appears t the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

143. How do you change column width to fit the contents?

- a. Single-click the boundary to the left to the column heading
- b. Double click the boundary to the right of the column heading
- c. Press Alt and single click anywhere in the column
- d. All of above

144. when you work with large worksheets, you may need to

- a. size the worksheet to fit on the specific number of pages
- b. add and remove page breaks

Sample Questions: Spreadsheet (Computer Operator)

161. A function inside another function is called a function.

- a. Nested b. Round c. Sum d. Text

162. How should you print a selected area of a worksheet, if you'll want to print a different area next time?

- a. On the file menu, point to print area, and then click set print area.
b. On the file menu, click print, and then click selection under print what
c. On the view menu, click custom views, then click add d. All of above

163. Your German supplier still invoices for parts in Deutsche marks. How can you have Excel convert those sums to Euros?

- a. On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.
b. On the tools menu, click Add-Ins, and select the Euro Currency Tools check box
c. Apply a selected background color d. All of above

164. Which function calculates your monthly mortage payment?

- a. PMT (payments) b. NPER (number of periods) c. PV (present value) d. All of above

165. If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?

- a. Point to speech on the tools menu, and then click show text to speech toolbar.
b. Click validation on the data menu
c. Point to speech on the tools menu, and then click speech recognition d. All of above

166. Which of the following methods can not be used to enter data in a cell?

- a. Pressing an arrow key b. Pressing the tab key
c. Pressing the Esc key d. Clicking the enter button to the formula bar

167. Which of the following will not set text in selected cells to italics?

- a. Pressing Ctrl + I on the keyboard b. Using the Tools – Wizard – Web Form menu item
c. Using the Format – Cells – Font menu item d. None of the above

168. Which of the following methods cannot be used to edit the content of cell?

- a. Pressing the Alt key b. Clicking the formula bar c. Pressing F2 d. Double clicking the cell

169. Which of the following is not an option in the spelling dialog box?

- a. Edit b. Ignore c. Ignore all d. Change

170. You can quickly change the appearance of your work by choosing Auto Format from the Menu

- a. Edit b. View c. Format d. Tools

171. To protect a worksheet, you can choose Protection and the Protect Sheet from the menu

- a. Edit b. Format c. Tools d. Data

172. You can open the Highlight Changes dialog box by choosing Track Changes from the Menu.

- a. Edit b. Insert c. Format d. Tools

173. Which of the following is not a worksheet design criterion?

- a. Efficiency b. Auditability c. Description d. Clarity

174. To copy cell contents using drag and drop, press the

- a. End key b. Shift key c. Esc key d. None of above

175. If you press, the cell accepts your typing as its contents.

- a. Enter b. Ctrl + Enter c. TAB d. Insert

176. The autofill feature

- a. Extends a sequential series of data b. Automatically adds a range of cell values
c. Applies a boarder around selected cells d. None of above

Sample Questions: Spreadsheet (Computer Operator)

177. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?

- a. F3 b. F5 c. F7 d. F11

178. you can use the formula palette to

- a. format cells containing numbers b. create and edit formulas containing functions
c. entered assumptions data d. copy a range of cells

179. What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data is changed

- a. Format Report b. Pivot Table c. Refresh Data d. Show Detail

180. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

- a. Formula b. Field c. Data d. Query Correct Answer:

181. "Qtr 1, Qtr 2, Qtr 3" is an example of a

- a. Formula b. Function c. Series d. Syntax

182. You can edit existing Excel data by pressing the

- a. F1 key b. F2 key c. F3 key d. F4 key

183. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

- a. G1-G10 b. B1.G10 c. B1;G10 d. B1:G10

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

- a. Go to File-Save As – Save As Type – Excel worksheet b. Right click on the spreadsheet tab and select DELETE
c. Right click on the spreadsheet and select Insert – Entire Column d. None of above

185. What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?

- a. Goal Seek b. Scenario Summary report c. Forecasting d. Trend line

101 – d	102 – d	103 – c	104 – c	105 – b	106 – d	107 – b	108 – c	109 – b	110 – c
111 – d	112 – d	113 – d	114 – c	115 – c	116 – a	117 – b	118 – b	119 – b	120 – c
121 – a	122 – c	123 – d	124 – d	125 – d	126 – b	127 – a	128 – d	129 – d	130 – a
131 – b	132 – b	133 – c	134 – a	135 – c	136 – d	137 – a	138 – c	139 – c	140 – c
141 – d	142 – b	143 – b	144 – d	145 – d	146 – b	147 – a	148 – d	149 – c	150 – c
151 – a	152 – c	153 – d	154 – c	155 – c	156 – c	157 – c	158 – d	159 – d	160 – d
161 – a	162 – b	163 – b	164 – a	165 – a	166 – c	167 – b	168 – a	169 – a	170 – c
171 – c	172 – d	173 – c	174 – d	175 – a	176 – a	177 – d	178 – b	179 – c	180 – a
181 – c	182 – b	183 – d	184 – b	185 – a					

Sample Questions: Spreadsheet (Computer Operator)

186. What term describes a background that appears as a grainy, non smooth surface

- a. Gradient
- b. Pattern
- c. Solid
- d. Texture

187. Excel is a

- a. Graphic program
- b. None of these
- c. Word processor
- d. A spreadsheet

188. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

189. Which of the following is not a valid Zoom percentage in Excel?

- a. 10
- b. 100
- c. 300
- d. 500

190. The spelling tool is placed on _____ toolbar

- a. Standard
- b. Formatting
- c. Drawing
- d. Reviewing

191. If you need a text to show vertically in a cell. How will you achieve this?

- a. Choose Vertical on Text alignment in Format Cells dialog box
- b. Choose 90 Degrees in Orientation of Format Cells dialog box
- c. Choose Distributed from the Vertical drop down list of Format Cells dialog box
- d. Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

192. Can you set 0.5 inch left indentation for a cell in Excel?

- a. Excel does not have indentation feature
- b. You can specify indentation only if you turn the rulers on
- c. Indentation can be set from Format Cells dialog box
- d. The indentation can be specified only when printing

193. You can automatically adjust the size of text in a cell if they do not fit in width by

- a. Double clicking on the right border of column header
- b. From Format choose Columns and then Autofit Selection
- c. From Format Cells dialog box mark Shrink to fit check box
- d. All of above

194. Formatting a cell in Currency, you can specify

- a. Decimal Places
- b. Currency Symbol
- c. Both of above
- d. None of above

195. Formatting a cell in Number format you can't set

- a. Decimal Places
- b. Use 1000 separator
- c. Negative numbers
- d. Currency Symbol

196. What is entered by the function =today()

- a. The date value for the day according to system clock
- b. The time value according to system clock
- c. Today's date as Text format
- d. All of above

197. Which function will you use to enter current time in a woksheets cell?

- a. =today()
- b. =now()
- c. =time()
- d. =currentTime()

198. Special category of Number tab in Format Cells dialog box can be used to apply formats like

- a. Zip Code
- b. Phone Number
- c. Both of above
- d. None of above

199. Merge cells option can be applied from

- a. Format Cells dialog box Alignment Tab
- b. Formatting toolbar
- c. Both of above
- d. None of above

200. Pre-made sheet formats like Simple, Classic, Accounting, Colorful etc can be applied from

- a. from Format >> Cells
- b. from Format >> Autoformat
- c. from Table >> Autoformat
- d. All of above

201. Which of the following format you can decide to apply or not in AutoFormat dialog box?

- a. Number format
- b. Border format
- c. Font format
- d. All of above

202. How can you remove borders applied in cells?

- a. Choose None on Border tab of Format cells
- b. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
- c. Both of above
- d. None of above

Sample Questions: Spreadsheet (Computer Operator)

203. Where can you set the shading color for a range of cells in Excel?

- a. Choose required color from Patterns tab of Format Cells dialog box
- b. Choose required color on Fill Color tool in Formatting toolbar
- c. Choose required color on Fill Color tool in Drawing toolbar
- d. All of above

204. You can set Page Border in Excel from

- a. From Border tab in Format Cells dialog box
- b. From Border tool in Formatting toolbar
- c. From Line Style tool in Drawing toolbar
- d. You can not set page border in Excel

205. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- a. Use =if() function to format the required numbers red
- b. Apply Conditional Formatting command on Format menu
- c. Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- d. All of above

206. You can check the conditions against _____ when applying conditional formatting

- a. Cell value
- b. Formula
- c. Both of above
- d. None of above

207. Which of the following is not true regarding Conditional Formatting?

- a. You can add more than one condition to check
- b. You can set condition to look for Bold and apply Italics on them.
- c. You can apply Font, border and pattern formats that meets the specified conditions
- d. You can delete any condition from Conditional Formatting dialog box if it is not required

208. Which of the following is invalid statement?

- a. Sheet tabs can be colored
- b. Some picture can be applied as a background of a sheet
- c. You can set the column width automatically fit the amount of text
- d. The width of a row can be specified manually or fit automatically

209. You can use the formula palette to

- a. format cells containing numbers
- b. create and edit formula containing functions
- c. enter assumptions data
- d. copy a range of cells

210. When a range is selected, how can you activate the previous cell?

- a. Press the Alt key
- b. Press Tab
- c. Press Enter
- d. None of above

211. Which tool you will use to join some cells and place the content at the middle of joined cell?

- a. From Format Cells dialog box click on Merge Cells check box
- b. From Format Cells dialog box select the Centered alignment
- c. From Format Cells dialog box choose Merge and Center check box
- d. Click on Merge and Center tool on formatting toolbar

212. Tab scroll buttons are placed on Excel screen

- a. towards the bottom right corner
- b. towards the bottom left corner
- c. towards the top right corner
- d. towards the top left corner

213. The Name box on to the left of formula bar

- a. shows the name of workbook currently working on
- b. shows the name of worksheet currently working on
- c. shows the name of cell or range currently working on
- d. None of above

214. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

- a. work sheet
- b. chart sheet
- c. module sheet
- d. data sheet

215. Which of the following is not the correct method of editing the cell content?

- a. Press the Alt key
- b. Press the F2 key
- c. Click the formula bar
- d. Double click the cell

Sample Questions: Spreadsheet (Computer Operator)

- 216. You can merge the main document with data source in Excel. In mail merge operation, Word is usually**
- a. server b. source c. client d. none
- 217. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?**
- a. F8 b. F9 c. F10 d. F11
- 218. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?**
- a. Custom List b. Auto Fill Options c. Fill Across Worksheet d. Fill Series
- 219. Where can you change automatic or manual calculation mode in Excel?**
- a. Double CAL indicator on status bar
b. Go to Tools >> Options >> Calculation and mark the corresponding radio button
c. Both of above d. None of above
- 220. How can you show or hide the gridlines in Excel Worksheet?**
- a. Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
b. Click Gridline tool on Forms toolbar
c. Both of above d. None of above
- 221. Which of the following Excel screen components can NOT be turned on or off?**
- a. Formula Bar b. Status Bar c. Tool Bar d. None of above
- 222. What happens when you press Ctrl + X after selecting some cells in Excel?**
- a. The cell content of selected cells disappear from cell and stored in clipboard
b. The cells selected are marked for cutting
c. The selected cells are deleted and the cells are shifted left
d. The selected cells are deleted and cells are shifted up
- 223. Which of the following option is not available in Paste Special dialog box?**
- a. Add b. Subtract c. Divide d. SQRT
- 224. Which command will you choose to convert a column of data into row?**
- a. Cut and Paste b. Edit >> Paste Special >> Transpose
c. Both of above d. None of above
- 225. It is acceptable to let long text flow into adjacent cells on a worksheet when**
- a. data will be entered in the adjacent cells b. no data will be entered in the adjacent cells
c. there is no suitable abbreviation for the text d. there is not time to format the text
- 226. Which of the cell pointer indicates you that you can make selection?**
- a. Doctor's symbol (Big Plus) b. small thin plus icon
c. Mouse Pointer with anchor at the tip d. None of above
- 227. Which of the cell pointer indicates that you can fill series?**
- a. Doctor's symbol (Big Plus) b. small thin plus icon c. Mouse Pointer with anchor at the tip d. None
- 228. Which of the cell pointer indicate that you can move the content to other cell?**
- a. Doctor's symbol (Big Plus) b. small thin plus icon c. Mouse Pointer with anchor at the tip d. None
- 229. You can auto fit the width of column by**
- a. Double clicking on the column name on column header b. Double click on the cell pointer in worksheet
c. Double clicking on column right border on column header
d. Double clicking on the column left border of column header
- 230. Long text can be broken down into many lines within a cell. You can do this through**
- a. Wrap Text in Format >> Cells b. Justify in Edit >> Cells
c. Text Wrapping in Format >> Cells, Layout tab d. All of above

Sample Questions: Spreadsheet (Computer Operator)

231. MS Excel provides the default value for step in Fill Series dialog box

- a. 0 b. 1 c. 5 d. 10

232. When a row of data is to be converted into columns

- a. Copy the cells in row, select the same number of cells in row and paste
b. Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
c. Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
d. Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK.

233. Ctrl + D shortcut key in Excel will

- a. Open the font dialog box b. Apply double underline for the active cell
c. Fill down in the selection d. None of above

234. The short cut key Ctrl + R is used in Excel to

- a. Right align the content of cell b. Remove the cell contents of selected cells
c. Fill the selection with active cells to the right d. None of above

235. The command Edit >> Fill Across Worksheet is active only when

- a. One sheet is selected b. When many sheets are selected
c. When no sheet is selected d. None of above

236. Which of the following series type is not valid for Fill Series dialog box?

- a. Linear b. Growth c. Autofill d. Time

237. Which of the following you can paste selectively using Paste Special command?

- a. Validation b. Formats c. Formulas d. All of above

238. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

- a. Square b. Percentage c. Goal Seek d. Divide

239. Edit >> Delete command

- a. Deletes the content of a cell b. Deletes Formats of cell
c. Deletes the comment of cell d. Deletes selected cells

240. To remove the content of selected cells you must issue _____ command

- a. Edit >> Delete b. Edit >> Clear >> Contents c. Edit >> Clear >> All d. Data >> Delete

241. The Delete key of keyboard is assigned to which command in Excel?

- a. Edit >> Clear >> Contents b. Edit >> Clear >> All c. Edit >> Delete d. All of above

242. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must

- a. From Edit menu choose Clear and then Formats b. From Edit menu choose Delete
c. Click on Remove Formatting tool on Standard Toolbar
d. Double click the Format Painter and then press Esc key in keyboard

243. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

- a. Right click on Sheet Tab of third sheet and choose Delete from the context menu
b. Click on Sheet 3 and from Edit menu choose Delete c. Both of above d. None of above

244. Which of the following action removes a sheet from workbook?

- a. Select the sheet, then choose Edit >> Delete Sheet
b. Select the sheet then choose Format >> Sheet >> Hide c. Both of above d. None of above

245. While Finding and Replacing some data in Excel, which of the following statement is valid?

Sample Questions: Spreadsheet (Computer Operator)

- a. You can Find and Replace within the sheet or workbook
 b. Excel does not have option to match case for find c. Both are valid d. None are valid

246. Which of the following is not true about Find and Replace in Excel

- a. You can search for bold and replace with italics
 b. You can decide whether to look for the whole word or not
 c. You can search in formula too d. You can search by rows or columns

247. You can move a sheet from one workbook into new book by

- a. From Edit menu choose Move or Copy sheet, mark the Create a copy and Click OK
 b. From Edit menu choose Move or Copy then choose (Move to end) and click OK
 c. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
 d. None of above

248. What is the short cut key to replace a data with another in sheet?

- a. Ctrl + R b. Ctrl + Shift + R c. Ctrl + H d. Ctrl + F

249. Comments put in cells are called

- a. Smart Tip b. Cell Tip c. Web Tip d. Soft Tip

250. Comments can be added to cells using

- a. Edit -> Comments b. Insert -> Comment c. File -> Comments d. View -> Comments

251. Which menu option can be used to split windows into two?

- a. Format -> Window b. View -> Window-> Split c. Window -> Split d. View -> Split

252. Getting data from a cell located in a different sheet is called....

- a. Accessing b. Referencing c. Updating d. Functioning

253. Which of the following is not a valid data type in Excel?

- a. Number b. Character c. Label d. Date/Time

254. Which elements of a worksheet can be protected from accidental modification?

- a. Contents b. Objects c. Scenarios d. All of the above

255. A numeric value can be treated as label value if precedes it.

- a. Apostrophe (') b. Exclamation (!) c. Hash (#) d. Tilde (~)

ANSWER KEY:

186 – a	187 – d	188 – d	189 – d	190 – a
191 – b	192 – c	193 – c	194 – c	195 – d
196 – a	197 – b	198 – c	199 – a	200 – b
201 – d	202 – c	203 – d	204 – d	205 – b
206 – c	207 – b	208 – d	209 – b	210 – d
211 – d	212 – b	213 – c	214 – d	215 – a
216 – c	217 – b	218 – a	219 – b	220 – c
221 – d	222 – b	223 – d	224 – b	225 – b
226 – a	227 – b	228 – c	229 – c	230 – a
231 – b	232 – d	233 – c	234 – c	235 – b
236 – d	237 – d	238 – d	239 – d	240 – b
241 – a	242 – a	243 – a	244 – a	245 – a
246 – b	247 – c	248 – c	249 – b	250 – b
251 – c	252 – b	253 – b	254 – d	255 – a

Sample Questions: Spreadsheet (Computer Operator)

256. Concatenation of text can be done using

- a. Apostrophe (')
- b. Exclamation (!)
- c. Hash (#)
- d. Ampersand (&)

257. Which area in an Excel window allows entering values and formulas?

- a. Title Bar
- b. Menu Bar
- c. Formula Bar
- d. Standard Tool Bar

258. Multiple calculations can be made in a single formula using.....

- a. Standard Formulas
- b. Array Formula
- c. Complex Formulas
- d. Smart Formula

259. An Excel Workbook is a collection of

- a. Workbooks
- b. Worksheets
- c. Charts
- d. Worksheets and Charts

260. What do you mean by a Workspace?

- a. Group of Columns
- b. Group of Worksheets
- c. Group of Rows
- d. Group of Workbooks

261. MS-EXCEL is based on

- a. WINDOWS
- b. DOS
- c. UNIX
- d. OS/2

262. In EXCEL, you can sum a large range of data by simply selecting a tool button called

- a. AutoFill
- b. Auto correct
- c. Auto sum
- d. Auto format

263. To select an entire column in MS-EXCEL, press?

- a. CTRL + C
- b. CTRL + Arrow key
- c. CTRL + S
- d. None of the above

264. To return the remainder after a number is divided by a divisor in EXCEL we use the function?

- a. ROUND ()
- b. FACT ()
- c. MOD ()
- d. DIV ()

265. Which function is not available in the Consolidate dialog box?

- a. Pmt
- b. Average
- c. Max
- d. Sum

266. Which is not the function of “Edit, Clear” command?

- a. Delete Contents
- b. Delete Comments
- c. Delete cells
- d. Delete formats

267. Microsoft Excel is a powerful.....

- a. Word processing package
- b. Spreadsheet package
- c. Communication S/W Package
- d. DBMS package

268. How do you rearrange the data in ascending or descending order?

- a. Data, Sort
- b. Data, Form
- c. Data, Table
- d. Data Subtotals

269. Which Chart can be created in Excel?

- a. Area
- b. Line
- c. Pie
- d. All of the above

270. What will be the output if you format the cell containing 5436.8 as '#,##0.00'?

- a. 5430
- b. 5,436.80
- c. 5436.8
- d. 6.8

271. How do you display current date and time in MS Excel?

- a. date ()
- b. Today ()
- c. now ()
- d. time ()

272. How do you display current date only in MS Excel?

- a. date ()
- b. Today ()
- c. now ()
- d. time ()

273. How do you wrap the text in a cell?

- a. Format, cells, font
- b. Format, cells, protection
- c. format, cells, number
- d. Format, cells, alignment

274. What does COUNTA () function do?

- a. counts cells having alphabets
- b. counts empty cells
- c. counts cells having number
- d. counts non-empty cells

275. What is the short cut key to highlight the entire column?

- a. Ctrl + C
- b. Ctrl + Enter
- c. Ctrl + Page Up
- d. Ctrl + Space Bar

276. In the formula, which symbol specifies the fixed columns or rows?

Sample Questions: Spreadsheet (Computer Operator)

a. \$ b. * c. % d. &

277. Excel displays the current cell address in the

a. Formula bar b. Status Bar c. Name Box d. Title Bar

278. What is the correct way to refer the cell A10 on sheet3 from sheet1?

a. sheet3!A10 b. sheet1!A10 c. Sheet3.A10 d. A10

279. Which language is used to create macros in Excel?

a. Visual Basic b. C c. Visual C++ d. Java

280. Which of the following is not a term of MS-Excel?

a. Cells b. Rows c. Columns d. Document

281. How many worksheets can a workbook have?

a. 3 b. 8 c. 255 d. none of above

282. Which would you choose to create a bar diagram?

a. Edit, Chart b. Insert, Chart c. Tools, Chart d. Format, Chart

283. Which setting you must modify to print a worksheet using letterhead?

a. Paper b. Margin c. Layout d. Orientation

284. What do you call the chart that shows the proportions of how one or more data elements relate to another data element?

a. XY Chart b. Line Chart c. Pie Chart d. Column Chart

285. The spelling dialog box can be involved by choosing spelling from _____ menu.

a. insert b. file c. tools d. view

286. Which key do you press to check spelling?

a. F3 b. F5 c. F7 d. F9

287. To record a sequence of keystrokes and mouse actions to play back later we use:

a. Media player b. Sound Recorder c. Calculator d. Macro Recorder

288. We can save and protect the workbook by

a. Write Reservation Password b. Protection Password c. Read-only Recommended d. Any of the above

289. The first cell in EXCEL worksheet is labeled as

a. AA b. A1 c. Aa d. A0

290. What happens when dollar signs (\$) are entered in a cell address? (e\$B\$2:\$B\$10)

a. An absolute cell address is created. b. Cell address will change when it is copied to another cell.
c. The sheet tab is changed. d. The status bar does not display the cell address.

291. What are the tabs that appear at the bottom of each workbook called?

a. Reference tabs b. Position tabs c. Location tabs d. Sheet tabs

292. What is represented by the small, black square in the lower-right corner of an active cell or range?

a. Copy handle b. Fill handle c. Insert handle d. Border

293. In Excel, a Data Series is defined as what?

a. A type of chart b. A cell reference c. A collection of related data d. A division of results

294. In Excel, the Fill Color button on the Formatting toolbar is used for what?

a. To insert a background b. To add borders
c. To select a distribution of figures d. To add shading or color to a cell range.

295. In help menu of Excel, which of the following tabs are found?

a. Contents tab b. Answer Wizard tab c. Index tab d. all of the above.

296. A _____ is a grid with labeled columns and rows.

a. Dialog box b. Worksheet c. Clipboard d. Toolbar

Sample Questions: Spreadsheet (Computer Operator)

297. The active cell:

- a. is defined by a bold border around the cell b. Receives the data the user enters
c. It is the formula bar d. Only A and B

298. Which function is used to calculate depreciation, rates of return, future values and loan payment amounts?

- a. Logical b. Math & Trigonometry c. Statistical d. Financial

299. B7:B9 indicates:

- a. Cells B7 and cell B9 only b. Cells B7 through B9 c. Cell B8 only d. None of the above

300. The Cancel and Enter buttons appear in the:

- a. Title bar b. Formula bar c. Menu bar d. Sheet tabs

301. MS-EXCEL can be used to automate

- a. Financial statements, Business forecasting b. Transaction registers, inventory control
c. Accounts receivable, accounts payable d. Any of the above

302. NOT, AND, OR are

- a. Logical Operators b. Arithmetic operators c. Relational operators d. None of the above

303. In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a

- a. calendar b. photograph of rainfall c. chart showing rainfall amounts d. database of rainfall

304. You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be:

- a. word processing b. spreadsheet c. database d. graphics

305. You are editing an worksheet that you had previously save. If you want to save the edited sheet without losing the original one, which command should you use?

- a. New b. Save As c. Edit d. Save

					256 – d	257 – c	258 – b	259 – d	260 – d
261 – a	262 – c	263 – d	264 – c	265 – a	266 – c ¹	267 – b	268 – a	269 – d	270 – b
271 – c	272 – b	273 – d	274 – d ²	275 – d	276 – a	277 – c	278 – a	279 – a	280 – d
281 – d	282 – b	283 – b	284 – c	285 – c	286 – c	287 – d	288 – d	289 – b	290 – a
291 – d	292 – b	293 – c	294 – d	295 – d	296 – b	297 – d	298 – d	299 – b	300 – b
301 – d	302 – a	303 – c	304 – b	305 – b					

¹ Four options of edit > clear are: all, contents, format, comments

² COUNT counts the non empty cell containing number, COUNTA counts the non empty cells containing anything

Sample Questions: Spreadsheet (Computer Operator)

306. If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?

- a. Re-format the spreadsheet
- b. Insert a row
- c. Increase the column width
- d. Use the spacebar

307. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in

- a. ascending order
- b. descending order
- c. alphabetical order
- d. random order

308. In order to perform a calculation in a spreadsheet, you need to use a:

- a. table
- b. formula
- c. field
- d. variable

309. The box on the chart that contains the name of each individual record is called the _____.

- a. cell
- b. title
- c. axis
- d. legend

310. If you want all of the white cats grouped together in the database, you need to sort by _____.

- a. Color, then Gender
- b. Pet Type, then Color
- c. Pet Type, then Gender
- d. Color, then Pet Name

311. You accidentally erased a record in the sheet. What command can be used to restore it immediately?

- a. Insert
- b. Copy
- c. Undo
- d. Replace

312. Where a row and a column meet, what do you call that?

- a. A cell
- b. A block
- c. A box
- d. None of the above

313. How do you tell one cell from another?

- a. By numbers
- b. By letters
- c. By its address
- d. by color

314. Give me an example of a cell address.

- a. 11 25
- b. 911
- c. 41A
- d. A21

315. Which is an example of a formula?

- a. =A1+A2
- b. =add(A1:A2)
- c. A1+A2
- d. SUM(A1:A2)

316. Which is an example of a function?

- a. =add(A1:A2)
- b. =A1+A2
- c. =SUM(A1:A2)
- d. A1+A2

317. What is the symbol for multiplying?

- a. >
- b. /
- c. !
- d. *

318. What is the symbol for dividing?

- a. A . /
- b. %
- c. &
- d. #

319. A function inside another function is called _____

- a. Nested function
- b. Round function
- c. Sum function
- d. Text function

320. Which of the following is not an underline option in the format cells dialog box?

- a. Double
- b. Single Accounting
- c. Double Accounting
- d. Single Engineering

321. Formulas in Excel start with

- a. %
- b. =
- c. +
- d. -

322. The default header for a worksheet is

- a. Username
- b. Date and Time
- c. Sheet tab Name
- d. None

323. Which of the following is not an option of the spelling dialog box?

- a. Ignore
- b. Ignore all
- c. Edit
- d. Change

324. Which of the following methods will not enter data in a cell?

- a. Pressing the Esc key
- b. Pressing an arrow key
- c. Pressing the tab key
- d. Clicking the enter button to the formula bar

325. The cell reference for cell range of G2 to M12 is _____

- a. G2.M12
- b. G2;M12
- c. G2:M12
- d. G2-M12

326. What is the keyboard shortcut for creating a chart from the selected cell range?

- a. F2
- b. F4
- c. F8
- d. F11

Sample Questions: Spreadsheet (Computer Operator)

- 327. The Software which contains rows and columns is called _____**
- a. Database b. Drawing c. Spreadsheet d. Word processing
- 328. You can group noncontiguous worksheets with**
- a. The alt+enter key b. The ctrl key and mouse
c. The shift key and the mouse d. The group button on the standard toolbar
- 329. What is the AutoComplete feature of Excel?**
- a. It automatically completes abbreviated words
b. It completes text entries that match an existing entry in the same column
c. It completes text and numeric entries that match an existing entry in the same column
d. It completes text entries that match an existing entry in the same worksheet
- 330. Which of the following is correct?**
- a. =AVERAGE(4, 5, 6, 7) b. =AVERAGE(A1, B1, C1) c. =AVERAGE(A1:A9, B1:B9) d. All
- 331. Which of the following function will return a value of 8?**
- a. ROUNDUP(8.4999, 0) b. ROUNDDOWN(8.4999, 0) c. ROUND(8.4999, 0) d. Only B and C
- 332. How to restrict to run a macro automatically when starting Microsoft Excel?**
- a. Hold down the SHIFT key during startup b. Hold down the CTRL key during startup
c. Hold down the ESC key during startup d. Hold down the ALT key during startup
- 333. How to remove the unwanted action from recorded macro without recording the whole macro again?**
- a. By using the Find and Edit Action Option b. By clicking on the Refresh button in the Macro toolbar
c. By edit the macro in the Visual Basic Editor d. Macro cannot be edited
- 334. What should be add before a fraction to avoid entering it as a date?**
- a. // b. FR c. Zero d. Space
- 335. Which of the following function will use to find the highest number in a series of number?**
- a. MAX(B1:B3) b. MAXIMUM (B1:B3) c. HIGH (B1:B3) d. HIGHEST(B1:B3)
- 336. What does the NOW() function return?**
- a. It returns the serial number of the current date and time b. It returns the serial number of the current date
c. It returns the serial number of the current time d. None of the above
- 337. What value will display if the formula = "\$55.00"+5 is entered into a cell?**
- a. \$60 b. 60 c. "\$55.00"+5 d. \$60.00
- 338. What is the shortcut key to insert current date in a cell?**
- a. CTRL + D b. CTRL + T c. CTRL + ; d. CTRL + /
- 339. Which of the following syntax is correct regarding to SUM function in Excel?**
- a. =SUM (A1, B1) b. =SUM (A1:B9) c. =SUM (A1:A9, B1:B9) d. All of the above
- 340. What is the shortcut key to hide entire column?**
- a. CTRL + - b. CTRL + 0 c. CTRL + H d. CTRL + C
- 341. How to specify cell range from A9 to A99 in Excel?**
- a. (A9, A99) b. (A9 to A99) c. (A9 : A99) d. (A9 – A99)
- 342. Selecting the Column G & H then choose Insert->Column, What will happen?**
- a. 2 Columns will be inserted after Column F b. 2 Columns will be inserted after Column G
c. 2 Columns will be inserted after Column H d. 2 Columns will be inserted after Column I
- 343. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell?**
- a. The Settings tab under the menu Format -> Cells b. The Settings tab under the menu Data -> Validation
c. The Settings tab under the menu Data -> Filter -> Advanced Filter
d. the Settings tab under the menu Format -> Conditional Formatting

Sample Questions: Spreadsheet (Computer Operator)

344. Clear the contents by pressing “DELETE” key from a keyboard will clear

- a. Text Only
- b. Format Only
- c. Contents Only
- d. Both Contents and Format

345. Which of the following shortcuts can be used to insert a new line in the same cell?

- a. Enter
- b. Alt + Enter
- c. Ctrl + Enter
- d. Shift + Enter

346. What is the quickest way to select entire worksheet?

- a. Choose Edit -> Select all from the Menu
- b. Click on the first column, press Ctrl, and then click on the last column
- c. Click on the first column, press Shift, and then click on the last column
- d. Click on the rectangle box on the upper left corner where column headings and row headings meet

347. A smart tag will be removed from a cell when

- a. the cell is moved
- b. the cell is hidden
- c. the data in the cell is changed or deleted
- d. the formatting of the cell is changed

348. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?

- a. Enclose the number in brackets
- b. Place the character T before the number
- c. Place the character TX before the number
- d. Apply the Text format in the cell and type the numbers

349. Which of the following is correct syntax in Excel?

- a. =IF(LogicalTest, TrueResult, FalseResult)
- b. =IF(LogicalTest, (TrueResult, FalseResult))
- c. =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- d. =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

350. Which of the following is correct?

- a. =POWER(2^3)
- b. =POWER(2,3)
- c. =POWER(2#3)
- d. =POWER(2*3)

351. Selecting the Rows 5 & 6 then choose Insert->Row. What will happen?

- a. 2 Rows will be inserted after Row 4
- b. 2 Rows will be inserted after Row 5
- c. 2 Rows will be inserted after Row 6
- d. 2 Rows will be inserted after Row 7

352. If 4/6 entered in a cell without applying any formats, Excel will treat this as

- a. Fraction
- b. Number
- c. Text
- d. Date

353. If the values in A1 is “Smart” and B1 is “InfoTech”, which function will return “Smart@InfoTech” in cell C1?

- a. =A1 + “@” + B1
- b. =A1 # “@” # B1
- c. =A1 & “@” & B1
- d. =A1 \$ “@” \$ B1

354. How to fit long texts in a single cell with multiple lines?

- a. Start typing in the cell and press the Enter key to start another line
- b. Use the Wrap Text option in the Format -> Alignment menu
- c. Use the Shrink to Fit option in the Format -> Cells -> Alignment
- d. All of above

355. If particular workbook have to open each time Excel started, where that workbook should be placed?

- a. AUTOEXEC Folder
- b. AUTOSTART Folder
- c. EXCELSTART Folder
- d. XLSTART Folder

ANSWER KEY:

					306 – b	307 – b	308 – b	309 – d	310 – b
311 – c	312 – a	313 – c	314 – d	315 – a	316 – c	317 – d	318 – a	319 – a	320 – d
321 – b	322 – d	323 – c	324 – a	325 – c	326 – d	327 – c	328 – b	329 – b	330 – d
331 – d	332 – a	333 – c	334 – d	335 – a	336 – d	337 – b	338 – c	339 – d	340 – b
341 – c	342 – a	343 – b	344 – c	345 – b	346 – d	347 – c	348 – d	349 – a	350 – b
351 – a	352 – d	353 – c	354 – b	355 – d					

Sample Questions: Spreadsheet (Computer Operator)

356. If the cell B1 contains the formula = \$A\$1, which of the following statements is true

- a. There is a relative reference to cell A1
- b. There is an absolute reference to cell A1
- c. Further changes in value of A1 will not affect the value of B1
- d. Further changes in value of B1 will affect the value of A1

357. Worksheet can be renamed by

- a. Adding ? symbol at the end of filename while saving workbook
- b. Click on Worksheet tab by Holding CTRL Key and type new name
- c. Double Click on the Worksheet tab and type new name
- d. Worksheet cannot be renamed

358. What is the shortcut key to hide entire row?

- a. CTRL + H
- b. CTRL + R
- c. CTRL + 9
- d. CTRL + -

359. What is the shortcut key to insert a new comment in a cell?

- a. F2
- b. Alt + F2
- c. Ctrl + F2
- d. Shift + F2

360. Which option allows you to Bold all the negative values within the selected cell range?

- a. Zero Formatting
- b. Conditional Formatting
- c. Compare Formatting
- d. Negative Formatting

361. What is the shortcut key to insert new sheet in current workbook?

- a. F11
- b. Alt + F11
- c. Ctrl + F11
- d. Shift + F11

362. Which one is the last column header in Excel 2007?

- a. XFD
- b. XFX
- c. XFL
- d. XFT

363. In maximum, how many sheets can be set as default while creating new workbook?

- a. 254
- b. 255
- c. 256
- d. No Limit

364. "New Comment" option can be found under _____ tab

- a. Insert
- b. Data
- c. Review
- d. View

365. In Excel, by default Numeric Values appears in

- a. Left aligned
- b. Right aligned
- c. Center aligned
- d. Justify aligned

366. To show/hide the grid lines in Microsoft Excel 2007

- a. Page Layout -> Grid lines -> View
- b. Insert -> Grid lines -> View
- c. View -> Grid lines -> View
- d. Edit -> Grid lines-> View

367. What will be the result if you type =A1=B1 in cell C1?

- a. Yes or No
- b. True or False
- c. Value of A1
- d. Value of B1

368. In Excel _____ may not contain in Formula

- a. Text Constant
- b. Number Constant
- c. Circular Reference
- d. All of them

369. The advantage of using a spreadsheet is:

- a. Calculation can be done automatically
- b. More flexibility
- c. Changing data automatically updates calculations
- d. All of the above

370. The intersection of a row and a column is called:

- a. Data
- b. A field
- c. A cell
- d. An equation

371. The cell labeled F5 refers to

- a. Row F column 5
- b. Column F row 5
- c. Functions available in cell
- d. Function key F5

372. There are three types of data found in a spreadsheet.

- a. Data, words, numbers
- b. Equations, data, numbers
- c. Words, numbers, labels
- d. Numbers, formulas, labels

373. When you are typing an equation into a cell the first thing that must be entered is

- a. The first cell referenced
- b. Parenthesis
- c. Quotation marks
- d. An equal sign

374. How are data organized in a spreadsheet?

- a. Lines and spaces
- b. Layers and planes
- c. Rows and columns
- d. Height and width

Sample Questions: Spreadsheet (Computer Operator)

375. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?

- a. Rows and columns b. Headings c. Speed d. None

376. Which of the following displays the contents of the active cell?

- a. Active cell b. Formula bar c. Menu bar d. Name box

377. To move the previous worksheet, press

- a. Alt+ PgUp b. Ctrl+ PgUp c. Ctrl+ PgDwn d. Shift+Tab

378. To cancel the marquee, press

- a. Ctrl+ End b. End c. Esc d. Shift+ Esc

379. A constant is another name for this type of data:

- a. Value or number b. Equation c. Formula d. Description

380. Excel is a

- a. Graphic program b. Spreadsheet c. Word processor d. None of these

381. All formulae start with in Excel is

- a. % b. + c. = d. –

382. To add two cells (A1 and A2) together you use the following formula

- a. =A1+A2 b. =add (A1+A2) c. =together(A1:A2) d. A1 plus A2

383. To make a number in cell C1 10% smaller than the number in C3 you enter

- a. =C*1.10 b. +C3*110 c. =C3%10 d. =C3*.90

384. The LEN function does what?

- a. Compares the content in two cells b. Counts the number of characters in a cell
c. Deletes extra spaces in text d. All of the above

385. Which do you press to enter the current date in a cell?

- a. CTRL+ SHIFT+ : (colon) b. CTRL+ ;(semicolon) c. CTRL+ F10 d. All of the above

386. Which functions calculate your monthly mortgage payment?

- a. PMT (payment) b. NPER (number of periods)
c. PV (present value) d. All of the above

387. Which function converts miles to kilometers, kilograms to pounds, and so on?

- a. CONVERT b. PRODUCT c. CHANGE d. All of the above

388. Labels defining a worksheet's structure

- a. Contain letters, number, and symbols b. Are comprised of numbers and the equals sign
c. Often includes functions d. Must begin with an equals sign

389. In the formula =sum (A1:B5), how many cells are there?

- a. 2 b. 5 c. 8 d. 10

390. You can perform calculations in Excel using

- a. * b. X c. + d. A and C

391. Which one of the following is not true?

- a. There are three sheets in a new workbook b. Excel sheets have the extension*.doc
c. A new workbook is called "Book 1" d. You can delete a sheet

392. Excel is useful for

- a. Analyzing numbers b. Giving presentation c. Making charts d. A and C

393. You can create hyperlink from an excel workbook to

- a. A web page on a company intranet b. A web page on the intranet
c. Other excel workbooks d. All of the above

394. How can you arrange to get a quick alert if a cell contains a value below a specific amount?

- a. Apply conditional formatting to the cell b. Apply a modified percent style to the cell

Sample Questions: Spreadsheet (Computer Operator)

c. Apply validation rule d. All of the above

395. How can you efficiently display all your chart values in a tabular format on the chart page?

a. Copy and paste the values b. Apply data labels c. Include the data table d. All

396. How can you view two workbooks simultaneously to compare sales figures?

a. Use the Split command b. Use the Arrange command

c. Use the New Window command d. All of the above

397. To add a legend to a chart menu and then click (2003)

a. Chart type b. Chart option c. Sources data d. All of the above

398. What of the following formulas is not entered correctly?

a. =10+50 b. +B7*B1 c. =B7+14 d. 10+50

399. Which of the following is an absolute cell reference?

a. !A!1 b. \$A\$1 c. #A#1 d. A1

400. How do you change the number 500 into \$500?

a. Select Format > Money b. Click the currency style button

c. Click to dollar style d. None of these

					356 - b	357 - c	358 - c	359 - d	360 - b
361 - d	362 - a	363 - b	364 - c	365 - b	366 - a	367 - b	368 - c	369 - d	370 - c
371 - b	372 - d	373 - d	374 - c	375 - c	376 - b	377 - b	378 - c	379 - a	380 - b
381 - c	382 - a	383 - d	384 - b	385 - b	386 - a ¹	387 - a	388 - a	389 - d	390 - d
391 - b	392 - d	393 - d	394 - c	395 - c	396 - b	397 - b	398 - d	399 - b	400 - b

¹ PMT(rate, nper, pv, [fv], [type])

Where the arguments are as follows:

rate - The interest rate, per period

nper - The number of periods over which the loan or investment is to be paid

pv - The present value of the loan / investment

[fv] - An optional argument that specifies the future value of the loan / investment, at the end of nper payments
If omitted, [fv] takes on the default value of 0

An optional argument that defines whether the payment is made at the start or the end of the period.

The type argument can have the value 0 or 1, meaning:

0 - the payment is made at the end of the period

[type] - 1 - the payment is made at the beginning of the period

If the type argument is omitted, it takes on the default value of 0 (denoting payments made at the end of the period).

A	
	Monthly payments on a loan of \$50,000 that is to be paid off in full over 5 years, with an interest rate of 5% per year (payment made at end of each mth) :
1	=PMT(5%/12, 60, 50000)