

48.

Wrap text option wraps text into multiple lines in a cell. The number of wrapped lines is dependent on the width of the column and the length of the cell contents.

**Q.2**

# **CHOOSE THE CORRECT OPTION:**

1.

Which of the following is a spreadsheet



2.

\_\_\_\_\_ is a spreadsheet:



3.

The intersection of a row and column form a:

- |               |             |
|---------------|-------------|
| (a) Cell      | (b) Address |
| (c) Reference | (d) Field   |

4.

The actual working area in Microsoft Excel is:

- |                 |                      |
|-----------------|----------------------|
| (a) Workbook    | (b) <b>Worksheet</b> |
| (c) Spreadsheet | (d) Note sheet       |

5.

A cell at third column and 15 rows has a cell address:



6.

A collection of related worksheets is called:

- |                 |                     |
|-----------------|---------------------|
| (a) Spreadsheet | (b) Cells           |
| (c) File        | (d) <b>Workbook</b> |

7.

The currently selected cell where data can be entered or edited is called:

- |  |   |
|--|---|
| <p>(a) Idle cell</p> <p>(c) Passive cell</p> | <p><b>(b) Active cell</b></p> <p>(d) Present cell</p> |
|--|---|

8.

In a worksheet, a bold rectangle border indicates (n):

- |     |              |     |                    |
|-----|--------------|-----|--------------------|
| (a) | Present cell | (b) | <b>Active cell</b> |
| (c) | Passive cell | (d) | Idle cell          |

9.

\_\_\_\_\_ is not a feature of spreadsheet program:

- (a) Rows and columns      (b) Formula  
(c) Print      (d) **WordArt**

10.

The actual working area in Microsoft Excel is



21. If the custom format is # ## .000 then the number 16.3 will be displayed as:

- (a) 016.3 (b) 16.30  
**(c) 16.300** (d) 16.3

22. For a currency format cell, the number 461.593 will be displayed as:



23. Formula can only be applied on:

- |            |                |            |               |
|------------|----------------|------------|---------------|
| <b>(a)</b> | <b>Values</b>  | <b>(b)</b> | <b>Labels</b> |
| <b>(c)</b> | Unmerged cells | <b>(d)</b> | None          |

24. To add the value of cell ‘C9’ of worksheet “Sheet3” with the cell ‘B2’ of current worksheet, the formula is written as:



25. Formula can only be applied on

- (a) Values**      **(b) Labels**  
**(c) Unmerged cells**      **(d) None of the above**

26. \_\_\_\_\_ is an absolute address:



27. The absolute reference of cell address A15 is written as;



28. \_\_\_\_\_ menus contains the 'Name' command:



29. \_\_\_\_\_ symbols is used before the formula:

- (a) & (b) =  
(c) # (d) \$

30. Range of cells from C2 to C100 is referenced as:

31. \_\_\_\_\_ represents valid range in Excel:

- (a) C1:C3
- (b) C1, C2, C3
- (c) =C1+C2+C3
- (d) C1 to C3

32. Calling a cell with the reference of its address is called:

- (a) Absolute referencing
- (b) Reference address
- (c) **Relative referencing**
- (d) None

33. \_\_\_\_\_ symbols is used in absolute referencing:

- (a) &
- (b) =
- (c) #
- (d) \$

34. To add values of cells C9 and D10, the formula by using absolute reference can be written as:

- (a) =\\$C9+D10
- (b) =\\$C\\$9+\\$D\\$10
- (c) =\\$C9+\\$D10
- (d) =\\$C\\$9+#10

35. \_\_\_\_\_ function is used to return current system date:

- (a) Max
- (b) Min
- (c) **Today**
- (d) None

36. Which of the following function is used to get the current date?

- (a) Exact()
- (b) **Today()**
- (c) Month()
- (d) Year()

37. \_\_\_\_\_ menus contains the ‘Function’ command used to active to function wizard:

- (a) File
- (b) Format
- (c) **Insert**
- (d) View

38. \_\_\_\_\_ is not a table of Page Setup dialog box of Excel:

- (a) Page
- (b) Margins
- (c) **Paper**
- (d) Header/Footer

39. \_\_\_\_\_ menus contains the ‘Print’ command:

- (a) **File**
- (b) Edit
- (c) Format
- (d) Insert

40. In a spreadsheet, rows are labeled by:

- (a) Letters
- (b) **Numbers**
- (c) Cell reference
- (d) None

**Q.3. WRITE T FOR TRUE AND F FOR FALSE STATEMENT:**

- Because Microsoft Excel is a spreadsheet, therefore it does not have a spellchecker component. (F)
  - Functions can be a more efficient way of performing mathematical operations than defining your own formulas. (T)
  - A formula can not manipulate labels. (T)
  - Worksheet is the basic unit where the data is manipulated in a workbook. (F)
  - Footnote cannot be applied in spreadsheet software. (F)
  - By default, the numbers as well as the text is aligned RIGHT in a cell. (F)
  - A formula containing relative referencing is not copied exactly. (T)
  - # is a place holder similar to the 0 character, except that space is left for insignificant zero characters on either side of a decimal point. (F)
  - A formula containing referencing is not copied exactly. (F)
  - In MS Excel, a worksheet can have maximum 65,536 rows. (T)