



## Chapter-4 Spreadsheet Using MS-Excel

### A. Multiple Choice Questions.

1. In Excel, the intersection of a row and column is called:

- A. Square
- B. Cell
- C. Cubicle
- D. Worksheet

2. 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

3. Extension of Excel file is:

- A. .TMT
- B. .XXL
- C. .xlsx
- D. None of the above

4. 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 column 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

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

- A. Home
- B. Format tab
- C. Formula bar
- D. Design tab

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

**A. Number**

**B. Character**

**C. Label**

**D. Date/time**

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7. To change the cell reference B2:B9 to an absolute row and column reference, you would enter it as:

- A. B2: B9
- B. \$ B \$ 2: \$ B \$ 9
- C. B\$2:B\$9
- D. None of the above

8. 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

9. Which of the following is not a financial function?

- A. FV ()
- B. SUM ()
- C. NPV ()
- D. PMT ()

10. You can use the drag and drop method to:

- A. Copy cell contents
- B. Move cell contents
- C. Add cell contents
- D. Both (A)and(b)

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

- A. Location tabs
- B. Sheet tabs
- C. Reference tabs
- D. None of the above

12. When a formatted number does not fit within a cell, it displays:

- A. #####
- B. # DIV @
- C. # DIV / 0
- D. None of these

13. Which symbol is used to enter number as text?

- A. =
- B. '
- C. "
- D. +

14. Which of the following syntax is correct regarding SUM function in Excel?

- A. =SUM (A1, B1)                      B. = SUM (A1:B9)  
C. = SUM (A1:A9, B1:B9)            D. All of the above

15. To select multiple non-adjacent cells in a worksheet, you will click the cells while holding:

- A. Alt key                                      B. Ctrl + Shift key  
C. Shift key                                    D. Ctrl key

**B. State whether the following statements are True or False.**

1. To add a new Excel worksheet, you should insert worksheet tab at the bottom of the screen.
2. To enter a date in a cell, you should use a slash or a hyphen to separate the parts: 7/16/2019 or 16-jul-2019. Excel will recognize this as a text.
3. PMT function calculates your monthly mortgage payment.
4. Different cells with in a row can have different height.
5. It is possible to undo the deletion of a sheet.
6. In Excel pressing Ctrl+Spacebar select the entire row.
7. Short cut key to delete the selected column by pressing Ctrl+-.
8. On an excel sheet the active cell in indicated by a dark wide border.
9. Clicking three times with the right mouse button in the spreadsheet to select all the cells in a document.
10. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is C1:H-10.
11. Previewing a worksheet is similar to previewing a chart.
12. To delete a column or row you can select a cell within its range and then choose the Delete command from the cells group in the home tab.
13. Instead of typing in cell references, you can use the mouse click for Excel to enter the cell names into formulas for you.
14. You can only select cells that are adjacent to each other.

**15. Dragging the mouse or holding the down shift key while clicking with the mouse will only select cells that are adjacent to each other.**

**C. Match the following:**

1. When you start Excel, you can open a file that is called Workbook. Each new workbook comes with:	<b>a. View tab</b>
2. Free Panes is option available in which of the Following tab:	<b>b. Double clicking on column right border on column header</b>
3. You can auto fit the width of column by:	<b>c. =now()</b>
4. Function you use to enter current time in a worksheet cell:	<b>d. Two or three worksheet(s)</b>
5. The Auto fill feature Painter:	<b>e. Copy, Paste and Format</b>
6. Clipboard Group:	<b>f. Extends a sequential series of data</b>
7. Worksheet:	<b>g. Stored in a workbook</b>
8. A chart is created on the basis of Values in cell	<b>h. Returns highest value from A1 to A9</b>
9. Moves to cursor one word left:	<b>i. Spreadsheet</b>
10. Automatic recalculation of result of a Formula if the data is changed	<b>j. =currentTime()</b>
	<b>k. What-if Analysis</b>

**D. Fill in the blanks.**

<b>a. Freezing</b>	<b>b. Sheet tabs</b>	<b>c. Legend</b>	<b>d. Insert a row</b>	<b>e. Financial</b>	<b>f. Shift + F11</b>
<b>g. Pie chart</b>	<b>h. Tabs, groups, Worksheet commands</b>	<b>i. Dollar</b>	<b>j. @symbol</b>	<b>k. Alt+F11</b>	

1. The process of identifying specific rows and columns so that certain columns and rows are always visible on the screen is called -----.
2. The box on the chart that contains the name of each individual record is called the -----.
3. If you want to have a blank line after the title in a worksheet,----- is the best thing for you to do.
4. ----- are the tabs that appear at the bottom of each workbook.
5. A----- is a grid with labeled columns and rows.
6. ----- function is used to calculate depreciation, rates of return, future values and loan payment amounts.
7. What do you call the ----- that shows the proportions of how one or more data elements relate to another data element?
8. ----- shortcut key to insert a new sheet in the current workbook.
9. The three parts of the ribbon are----- and -----.
10. For absolute referencing ----- sign is used before the parts of formula.

**Answers**

A	1. B	2. C	3. C	4. D	5. c
	6. b	7. c	8. c	9. b	10. d
	11. b	12. a	13. b	14. c	15. d
B	1. F	2. F	3. T	4. F	5. F
	6. F	7. T	8. T	9. F	10. F
	11. T	12. T	13. T	14. F	15. T
C	1. D	2. A	3. B	4. C	5. F
	6. E	7. G	8. I	9. H	10. K
D	1. A	2. C	3. D	4. B	5. I
	6. E	7. G	8. F	9. H	10. J