

## UNIT 4: Spreadsheet TEST YOUR KNOWLEDGE

---

- Mr. Joshi is a business manager. He needs to analyse data by applying some automatic calculations. Which software is best suited for this?
  - MS Excel
  - Open Office Calc
  - Google Sheets online
  - Any of these
- Ravi has typed the heading *NAMES* in cell B3. In the cells below it, he typed names of his 5 friends, one in each consecutive row. What is the cell address of the last friend's name?
  - B9
  - B8
  - G3
  - G9
- If cell A1 contains a formula  $=5*2$ , then what will Formula bar display?
  - $=5*2$
  - 10
  - A1
  - Error
- An active cell is represented by \_\_\_\_\_ cursor.
  - Blinking
  - Rectangular
  - Mouse
  - + shaped
- Ravi has entered headings *Name*, *Date of birth* and *Address* in cells A1, B1 and C1. Below each heading, in consecutive cells, he entered names, dates of birth and addresses of his 10 friends, one record in each row. He wants to select entire range of headings and data. What will be the valid range?
  - A1:C11
  - A2:C11
  - A1:C10
  - A2:C11
- Cell A1 has value 1 in it. Dragging fill handle downwards will fill the cells below A1 with:
  - 1
  - 1, 2, 3, and so on
  - Nothing
  - 1,3,5,7 and so on
- Ravi copied the formula  $=B5*D5$  from cell C2 to cell D1. How will the formula in cell C1 look like?
  - $C4*E4$
  - $C5*E5$
  - $A4*C4$
  - $A5*C5$

8. Ravi wants to create a formula to calculate percentage marks in MS Excel. Which operators he must use?
- \* and /
  - \* and \
  - percentage function
  - and +
9. How many text alignments are there in MS Excel spreadsheet?
- 3
  - 6
  - We cannot align text in spreadsheet.
  - 8
10. Wrap text changes the \_\_\_\_\_ of the cell.
- Height
  - Width
  - Both a) and b)
  - None of these
11. *Middle* alignment is different from *Center* alignment in MS Excel in that:
- It aligns the text horizontally in the cell's center.
  - It aligns the text vertically in the cell's center.
  - Middle and Center are same.
  - There is no option by the name *Middle*.
12. *Auto-hide Ribbons* option also hides the tabs.
- True
  - False
13. The currency symbol can be changed using \_\_\_\_\_ dialog box.
- Format Number
  - Format Currency
  - Format Cells
  - Format Data
14. Font style does not include Font size.
- True
  - False
15. *Delete* dialog box is displayed when we select \_\_\_\_\_ option in *Delete* drop-down, in *Cells* group under *Home* tab.
- Delete cells
  - Delete Sheet Columns
  - Delete Sheet Rows
  - None of these
16. *Print Area* setting allows you to:
- Print current sheet
  - All the worksheets in a workbook
  - Selected cell range
  - All of these