In excel the intersection of a row and a column is called:

► data

► a field.

► **a cell.**

► an equation.

The cell labeled F5 refers to

► row F column 5

► **column F row 5**

► functions available in cells

► Function key F4

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

► **Right click on column and select Pick From List**

► Use the Data - Text to Columns menu item

► Left click on the gray column title button

► Pressing CTRL + A on the keyboard

What is the format of a spreadsheet?

► Round

► **Rows and Columns**

► Square

► Wide

Which one is a relative address?

► C4

► 256

► C4

► None of these

What do you use to create a chart?

► Chart Wizard

► Pie Wizard

► Excel Wizard

► Data Wizard

On an Excel sheet the active cell is indicated by _____.

► a dark wide border

► a dotted border

► a blinking border

► All of these

News Groups are...

► provided only by large international news services

► are online discussions about various topics

► are only available from 9am to 5pm EST

► All of these

A(n) _____ line has transfer rates of 128 Kbps to 8.45 Mbps.

► DSL

► ISDN

► ATM

► Fractional T1

_____ refers to the amount of data, instructions, and information that can travel over a communications channel.

► Latency

► Transfer rate

► Bandwidth

► Broadband

The process of converting readable data into unreadable characters to prevent unauthorized use is called _____

► normalization

► decryption

► validation

► encryption

To safeguard personal information, _____

► write your telephone number on credit receipts

► use shopping club and buyer cards

► do not reply to spam for any reason

► complete all requested information on registration forms

Storage is also referred as

► Data

► Instructions

► Files

► Memory

To enter capital characters use

► Num lock

► Pause lock

► Caps lock

► Scroll lock

Windows is software developed by

► Sun

► Java

► Html

► Microsoft

Desktop Icon is a link to

► Hardware

► Software

► Storage

► **None of these**

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

► F3

► F4

► **F5**

► F6

In Word which of the following shortcut key combination, changes the font.

► Ctrl + Shift + F

► Ctrl + Shift + I

► Ctrl + F

► **Ctrl + I**

In Word which of the following shortcut key combination, Save.

► **Shift + F12**

► **Ctrl + Shift + F12**

► **Alt + Shift + T**

► **Alt + Shift + S**

Which will select all the cells in a document ? http://vustudents.ning.com/

► Clicking three times with the right mouse button in the spreadsheet

► Using the Edit - Select All menu item

► **Pressing CTRL + A on the keyboard**

► None of these

_____ will insert a new worksheet.

► ALT+SHIFT+F1

► ALT+SHIFT+F2

► ALT+SHIFT+F3

► **None of these.**

Which will not select all the cells in a document ?

► Clicking three times with the right mouse button in the spreadsheet

► Using the Edit - Select All menu item

► Pressing CTRL + A on the keyboard

► **None of these**

Spreadsheet can be used as :

► Accounting

► Data base

► Ledger

► **All of above**

A _____ is a device that converts analog signals to digital signals, and vice versa.

► Tablet PC

► modem

► microwave station

► notebook computer

_____Displays the Help task pane.

► F2

► F3

► F1

► None of these

The act of defecting or destroying computer equipment is known as _____

► hardware vandalism

► software piracy

► hardware theft

► information theft

There are three types of data found in a spreadsheet.

► Data, words, numbers

► Equations, data, numbers

► words, numbers, labels

► **numbers, formulas, labels**

A constant is another name for this type of data:

► **number**

► Equation

► Formula

► Description

Which is an absolute address?

► **C4**

► 10700 - 105 Ave

► C4

► None of these

What program do you use to create a spreadsheet?

► Word

► **Excel**

► Access

► PowerPoint

Which button on the standard toolbar gives you quick access to the Sum,

Average, Count, Min, and Max functions?

► **AutoSum**

► Insert Function

► AutoFill

► Paste

What do you use to create a chart?

► **Chart Wizard**

► Pie Wizard

► Excel Wizard

► Data Wizard

Which type of chart shows the pattern or relationships between sets of data points?

► Line

► **Pie**

► Area

► XY (Scatter)

On an Excel sheet the active cell is indicated by _____.

► A dark wide border

► A dotted border

► A blinking border

► **All of these**

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

► Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet

► **Right click on the spreadsheet tab and select DELETE**

► Right click on the spreadsheet and select INSERT - ENTIRE COLUMN

► None of these

The World Wide Web (WWW) is...

► **a part of the Internet**

► The internet

► Not a part of the Internet

► All of these

Uniform Resource Locator (URL) is

► The same as Search Engines

► **the addresses of specific documents and resources on the WWW**

► Never more than 11 characters long

► All of these

Questions:

1. **What is the difference between closing and exiting?**

2. **How we can print more than one slide per page in PowerPoint?**

3. **How we can Bookmark a Web page?**

4. **Define standard and status bars.**

5. **Here is the data for the sales of Apples for year 2007, using excel apply the formula to calculate the Harmonic Mean of sales using HARMEAN function (Statistics Category) and give the result in the answer area,**

Peaches	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	

November	
December	

6. **Describe the function of the following short cut keys in PowerPoint:**

Description	
To redo an action that has just been undone	
It creates a new presentation window	
This is to open a search browser to open a saved file in the computer	

7. **How we can change the Web browser Home Page/Start page?**

8. **What is electronic mailing? Give its basic concept and usage.**

9. **What are Computer Viruses?**

10. **What is slide layout? Is there any way to change the default layout of the slide? If yes, then explain in your own words.**