

computer knowledge-spreadsheet mcq test-paper1

When you open a new spreadsheet, how many worksheets are visible by default?

- ☐ A 1
- ☐ B 2
- ☐ C 3
- ☐ D 4

Answer : C

When you open a new spreadsheet, how many columns are visible by default?

- ☐ A A-AX
- ☐ B A-UX
- ☐ C A-AY
- ☐ D A-U

Answer : D

A value rule in each cell may store a

- ☐ A Formula
- ☐ B Label
- ☐ C Number
- ☐ D None of the above

Answer : C

In a spreadsheet, letters are used to represent as

- ☐ A Columns
- ☐ B Blocks
- ☐ C Rows
- ☐ D Cells

Answer : A

When you open a new spreadsheet, how many rows are visible by default?

- ☐ A 25-30
- ☐ B 40-50
- ☐ C 50-60
- ☐ D 100+

Answer : A

A continuous group of cells in a worksheet is called as

- ☐ A cell
- ☐ B grid
- ☐ C function
- ☐ D range

Answer : D

The placement of information within a cell at the left edge, right edge, or centered is :

- ☐ A Alignment
- ☐ B Identification
- ☐ C Indentation
- ☐ D Placement

Answer : A

The formula to add the number in cell A3 with the number in cell A4 is

- ☐ A `avg (A3 : A4)`
- ☐ B `sum (A3 : A4)`
- ☐ C `sum (A3 + A4)`
- ☐ D `= sum (A3 : A4)`

Answer : D

If you combine F4,G4,F5 and G5 cells, you will get a big cell. What address will be reflected for this big cell?

- ☐ A F4G5
- ☐ B FG45
- ☐ C F4
- ☐ D G5

Answer : C

In a computer spreadsheet, cell range A3 through G3 should be keyed in as

- ☐ A A3-G3
- ☐ B A3:G3
- ☐ C A3?.G3
- ☐ D A3 to G3

Answer : B

What do you mean by a workbook?

- ☐ A a group of cells
- ☐ B a group of rows
- ☐ C a group of worksheets

☐ D None of the above

Answer : C

Which option is used to print all sheets in the documents?

☐ A Print ? Print range ? All

☐ B Format

☐ C Print

☐ D None of the above

Answer : A

Spreadsheets cannot

☐ A do calculations

☐ B create graphics

☐ C plot graphs

☐ D plot charts

Answer : B

File commands in StarOfficeCalc is available under the menu

☐ A View

☐ B File

☐ C Format

☐ D Edit

Answer : D

The default date format used in spreadsheet is

☐ A yy/dd/mm

☐ B dd/mm/yyyy

☐ C mm/dd/yy

☐ D dd/mm/yy

Answer : C

In a computer spreadsheet, SUM, AVERAGE, MIN, and MAX are examples of

☐ A calculations

☐ B formulas

☐ C functions

☐ D relative addressing

Answer : C

In a computer spreadsheet, formula that equates to 6 is

- ☐ A $9-2\times 3+4/2$
- ☐ B $1+2\times 3-8/2$
- ☐ C $8-2\times 3+8/2$
- ☐ D $2\times 3-4/2$

Answer : C

In a computer spreadsheet, number of arguments which SUM function require are

- ☐ A 1
- ☐ B 2
- ☐ C 3
- ☐ D 4

Answer : A

In a computer spreadsheet, function which is used to count numbers of entries in the given range is called

- ☐ A length
- ☐ B counter
- ☐ C counting
- ☐ D count

Answer : C

In a spreadsheet, the number of arguments in SQRT function is

- ☐ A equal to column no
- ☐ B equal to range
- ☐ C one
- ☐ D None of the above

Answer : C