



RAMAGYA SCHOOL, NOIDA
VII/CYBER/2017-18
OLYMPIAD PRACTICE WORKSHEET

1. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

2. How do you select an entire column?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter
- c. Hold down the shift key as you click anywhere in the column.
- d. Hold down the Ctrl key as you click anywhere in the column

3. How can you print three copies of a workbook?

- a. Select File>Properties from the menu and type 3 in the Copies to print text box.
- b. Select File >Print from the menu and type 3 in the Number of copies text box.
- c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
- d. Press Ctrl+P+3

4. To center worksheet titles across a range of cells, you must

- a. Select the cells containing the title text plus the range over which the title text is to be centered
- b. Widen the columns
- c. Select the cells containing the title text plus the range over which the title text is to be unfettered
- d. Format the cells with the comma style

5. The name box

- a. Shows the location of the previously active cell
- b. Appears to the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

6. Which is used to perform what if analysis?

- a. Solver
- b. Goal seek
- c. Scenario Manager
- d. All of above

7. Multiple calculations can be made in a single formula using

- a. standard formulas
- b. array formula
- c. complex formulas
- d. smart formula

8. Which button do you click to add up a series of numbers?

- a. The autosum button
- b. The Formula button
- c. The quicktotal button
- d. The total button

9. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a. Unfreeze panes command on the window menu
- b. Freeze panes command on the window menu
- c. Hold titles command on the edit menu
- d. Split command on the window menu

10. To edit in an embedded excel worksheet object in a word document

- a. Use the excel menu bar and toolbars inside the word application
- b. Edit the hyperlink
- c. Edit the data in a excel source application
- d. Use the word menu bar and toolbars

11. Status indicators are located on the

- a. Vertical scroll bar
- b. Horizontal scroll bar
- c. Formula bar
- d. Status bar

12. Excel files have a default extension of

- a. Xls
- b. Xlw
- c. Wk1
- d. 123

13. You can use the format painter multiple times before you turn it off by

- a. You can use the format painter button only one time when you click it
- b. Double clicking the format painter button
- c. Pressing the Ctrl key and clicking the format painter button
- d. Pressing the Alt key and clicking the format painter button

14. You can convert existing excel worksheet data and charts to an HTML document by using

- a. FTP wizard
- b. Internet assistant wizard
- c. Intranet wizard
- d. Import wizard

15. A circular reference is

- a. Geometric modeling tool
- b. A cell that points to a drawing object
- c. A formula that either directly or indirectly depends on itself
- d. Always erroneous

16. Which of following is Not one of Excel's what-if function?

- a. Goal seek
- b. Solver
- c. Scenario manager
- d. Auto Outline

17. Which of the following is a correct order of precedence in formula calculation?

- a. Exponentiation, Multiplication and division, positive and negative values
- b. Multiplication and division, positive and negative values, addition and subtraction
- c. Addition and subtraction, positive and negative values, exponentiation
- d. All of above

18. The Paste Special command lets you copy and paste:

- a. Multiply the selection by a copied value
- b. Cell comments
- c. Formatting options
- d. The resulting values of a formula instead of the actual formula

19. Which of the following options is not located in the Page Setup dialog box?

- a. Page Break Preview.
- b. Page Orientation
- c. Margins
- d. Headers and Footers

20. To view a cell comment

- a. click the edit comment command on the insert menu
- b. click the display comment command on the window menu
- c. position the mouse pointer over the cell
- d. click the comment command on the view menu