

# Computer- Basics Quiz- 8

**Question 1:** In Microsoft Excel columns are in

- a) Numbers
- b) Letters
- c) Both (a) and (b)
- d) None of the above

**Answer:** b

**Question 2:** In Microsoft Excel Rows are in

- a) Numbers
- b) Letters
- c) Both (a) and (b)
- d) None of the above

**Answer:** a

**Question 3:** In Excel starting number is 1 and ending number is \_\_\_\_\_

- a) 1,000,560
- b) 1,000,586
- c) 1,048,576
- d) Infinite

**Answer:** c

**Question 4: Cell defined as**

- a) Combination of Row and Column
- b) Row only
- c) Column only
- d) None of the above

**Answer: a**

**Question 5: The status bar appears on the**

- a) Top of the Excel window
- b) Bottom of the excel window
- c) Middle of the excel window
- d) All of the above

**Answer: b**

**Question 6: \_\_\_\_\_ Is the tab key we use to move the cursor right one cell at a time**

- a) Alt key
- b) Ctrl key
- c) Tab key
- d) Shift key

**Answer: c**

**Question 7:** \_\_\_\_\_ Is the functional key we use for moving quickly from one cell in a worksheet to a cell in a different part of the worksheet

- a) GOTO (F5)
- b) Ctrl+G
- c) Use name box
- d) All of the above

**Answer:** d

**Question 8:** \_\_\_\_\_ Is the functional key we use to edit the data while you are in the cell

- a) F5
- b) F4
- c) F3
- d) F2

**Answer:** d

**Question 9: Define Wrap**

- a) Text is too long, to fit in the cell, the text overlaps the next cell, if you do not want to overlap the next cell, you can wrap the text
- b) Erasing the data from the cell
- c) Entering the data into the cell

**Answer:** a

**Question 10:** \_\_\_\_\_ Is the symbol we use for absolute cell address

- a) \* (Star)
- b)  $\Sigma$  (Sigma)
- c) \$ (Dollar)
- d) & (And)

**Answer:** c

**Question 11:** \_\_\_\_\_ Is the button we can use to give title to a section of your worksheet or you want to center a piece of text over several rows and columns (say B1to E1)

- a) Center
- b) Merge and Center
- c) Copy
- d) Merge

**Answer:** b

**Question 12:** What is the function to find the lowest number in a series of numbers?

- a) Sum
- b) Avg
- c) Min
- d) Max

**Answer:** c

**Question 13:** \_\_\_\_\_ Is the function we use to count the number of numbers in a series

- a) Sum
- b) Avg.
- c) Max
- d) Count

**Answer:** d

**Question 14:** \_\_\_\_\_ View splits your screen into three major sections (tabs and slidepan and the notes area)

- a) Normal view
- b) Slide sorter view
- c) Slide show
- d) None of the above

**Answer:** a

**Question 15:** \_\_\_\_\_ View shows thumbnails of all your slides

- a) Normal view
- b) Slide sorter view
- c) Slide show
- d) None of the above

**Answer:** b

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