

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	___ menu contains the 'Cell' command:	A. File B. View C. Format D. Edit
2	The 0.0000000001 us displayed in default column width as:	A. 1E - 10 B. E-10 C. 1E-9 D. 01E-9
3	_____ represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None
4	_____ cell addresses is correct:	A. Z2 B. AZ3 C. 2Z D. Both a and b
5	A set of worksheet which is not active is called:	A. Active cell B. Idle cell C. Passive cell D. Present cell
6	The actual working area in Microsoft excel is:	A. Workbook B. Worksheet C. Spreadsheet D. Note sheet
7	_____ is not a feature of spreadsheet program:	A. Rows and columns B. Formula C. Print D. WordArt
8	In a worksheet a bold rectangle border indicates (n):	A. Present cell B. Active sell C. Passive cell D. Idle cell
9	The currently selected cell where data can be entered or edited is called:	A. Idle cell B. Active cell C. Passive cell D. Present cell
10	A collection of related worksheets is called:	A. Spreadsheet B. Cells C. File D. Workbook
11	A cell at third column and 15 rows has a cell address:	A. A15 B. B15 C. C15 D. D15
12	The actual working area in Microsoft excel is:	A. A15 B. B15 C. C15 D. D15
13	The intersection of row and column form a:	A. Cell B. Address C. Reference D. Field
14	_____ is a spreadsheet:	A. MS word B. MS excel C. Ms power point D. Both a and b
15	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b

