Data entry 336

MCQ (QP: April 2024)

1. Each excel file is a workbook that can hold many
   A. Worksheet
   B. Cell sheet
   C. Row sheet
   D. Column sheet
   Ans: A
2. What will be the value of following functions
   =Max (15,16,2,18,17)
   A. 18
   B. 15
   C. 16
   D. 17
   Ans: A
3. Mark the correct value for the following function
   =Average (2,3,4,5,6)
   A. 4
   B. 5
   C. 6
   D. 7
   Ans: A
4. Default text alignment found in word document
   A. Center
   B. Left
   C. Right
   D. Justify
   Ans: B
5. Space bar is used to put a
   A. Gap between two words
   B. Hiphen between two words
   C. Commas between two words
   D. Line between two words
   Ans: A
6. Which chart is used to demonstrate the fluctuations with respect to the stock market price
   A. Scatter chart
   B. Stock chart
   C. Bar chart
   D. Surface chart
   Ans: B
7. Short cut key for closing a file
   A. CTRL+ Close
   B. CTRL+C

C. CTRL+W
D. CTRL+X
   Ans: C

True or false

8. CTRL+ M keys are pressed together to move the text
   Ans : False
9. For un doing the mistakes immediately press CTRL+z key
   Ans : True
10. Form making text center alignment press Ctrl+c
    Ans : False

Fill in the blanks

11. Short cut key for find and replace……
    Ans: CTRL+H
12. Short cut key for opening a file ……
    Ans: Ctrl+O
13. Which function key is used for getting any type of help
    Ans : F1
14. Short cut key for save
    Ans : CTRL+S
15. Which function key is used to check spelling and grammar
    Ans : F7