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ಕಂಪ್ಯೂಟರ್ ಕ್ಲಿಪ್ 6

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1) You are editing a worksheet that you had previously save If you want to save the edited sheet without losing the original one, which command should you use?

a. **Save As**

b. Edit

c. Save

d. New

2) In order to perform a calculation in a spreadsheet, you need to use a:

a. field

b. table

c. **formula**

d. variable

3) You accidentally erased a record in the sheet What command can be used to restore it immediately?

a. Insert

b. Copy

c. Replace

d. **Undo**

4) Give me an example of a cell address.

a. 11 25

b. 911

c. **A21**

d. 41A

5) Which is an example of a formula?

a. **=A1+A2**

b. =ADD(A1:A2)

d. SUM(A1:A2)

c. A1+A2

6) What is the symbol for multiplying?

- a. >
- b. !
- c. /
- d. *

7) What is the symbol for dividing?

- a. %
- b. &
- c. /
- d. #

8) The default header for a worksheet is

- a. Username
- b. Date and Time
- c. Sheet Tab Name
- d. **None**

9) Which of the following is not an option of the spelling dialog box?

- a. Ignore
- b. **Edit**
- c. Change
- d. Ignore all

10) Which of the following methods will not enter data in a cell?

- a. Clicking the enter button to the formula bar
- b. **Pressing the Esc key**
- c. Pressing an arrow key
- d. Pressing the tab key