

www.karunaduexams.com

ಕಂಪ್ಯೂಟರ್ ಕ್ಲಿಪ್ 7

www.karunaduexams.com

1) With which of the following all formulas in excel starts ?

A.) /

B.) *

C.) \$

D.) =

2) The default style for new data keyed in a new workbook is ?

A.) Normal

B.) Comma

C.) Percent

D.) CURRENCY

3) A value used in a formula that does not change is called a ?

A.) Constant

B.) Variable

C.) Cell address

D.) Static

4) What is the keyboard shortcut for creating a chart from the selected cell range?

a. F2

b. F4

c. F8

d. F11

5) You can group noncontiguous worksheets with

- a. The alt+enter key
- b. The ctrl key and mouse**
- c. The shift key and the mouse
- d. The group button on the standard toolbar

6) Which of the following function will return a value of 8?

- a. ROUNDUP(8.4999, 0)
- b. ROUNDDOWN(8.4999, 0)
- c. ROUND(8.4999, 0)
- d. Only B and C**

7) How to restrict to run a macro automatically when starting Microsoft Excel?

- a. Hold down the SHIFT key during startup**
- b. Hold down the CTRL key during startup
- c. Hold down the ESC key during startup
- d. Hold down the ALT key during startup

8) Which of the following function will use to find the highest number in a series of number?

- a. MAX(B1:B3)**
- b. MAXIMUM (B1:B3)
- c. HIGH (B1:B3)
- d. HIGHEST(B1:B3)

9) What is the shortcut key to insert current date in a cell?

- a. CTRL + D
- b. CTRL + T
- c. CTRL + ;**
- d. CTRL + /

10) Which of the following syntax is correct regarding to SUM function in Excel?

- a. =SUM (A1, B1)
- b. =SUM (A1:B9)
- c. =SUM (A1:A9, B1:B9)
- d. All of the above**