

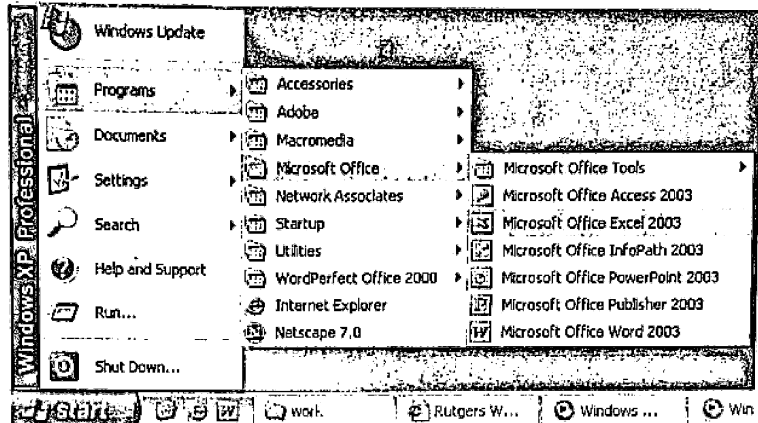
CHAPTER

14

Microsoft Office 2003 : Excel

Microsoft Excel is the most widespread program for creating spreadsheets on the market today. Spreadsheets allow you to organize information in rows and tables (which create cells), with the added bonus of automatic mathematics. Spreadsheets have been used for many, many years in business to keep track of expenses and other calculations. Excel will keep track of numbers you place in cells, and if you define cells to refer to each other, any changes made in one cell will be reflected in these referring cells. It sounds a bit complicated, but Excel makes it all a breeze.

Opening Excel: Start >> Programs >> Microsoft Office >> Microsoft Office Excel 2003



Microsoft Excel will automatically open with a blank spreadsheet spanning many columns and rows. You will notice a number of toolbars with many more options included.

Cell : A cell is a specific location within a spreadsheet and is defined by the intersection of a row and column. Since most spreadsheets use numbers to define rows and letters to define columns, cells are often referenced by a letter and number combination. Cells may contain several data types, including numbers, dates, times, currencies, percentages, text, and other types of data. Most spreadsheet programs allow you to format cells for different data types, which help ensure uniform entries across multiple cells.

Standard Toolbar :



1. **New :** Create a new, blank spreadsheet
2. **Open :** Open a previously saved spreadsheet
3. **Save :** Save your current spreadsheet
4. **Permission :**
5. **Print :** Prints the current document.
6. **Print Preview :** Preview the potential print of the current document.
7. **Research :** Microsoft has enabled Information Rights Management (IRM) within the new version of Excel, which can help protect sensitive documents from being copied or forwarded. Click this for more information and options.
8. **Copy :** Copies the current selection to the clipboard, which can then be pasted elsewhere in the document.
9. **Paste :** Takes the current clipboard contents and inserts them.
10. **Undo :** Undoes the last action in the document, reverting "back" a step in time.

11. **Insert Hyperlink :** Inserts a hyperlink to an Internet location.

12. **AutoSum :** A drop-down menu of available mathematical operations to perform.

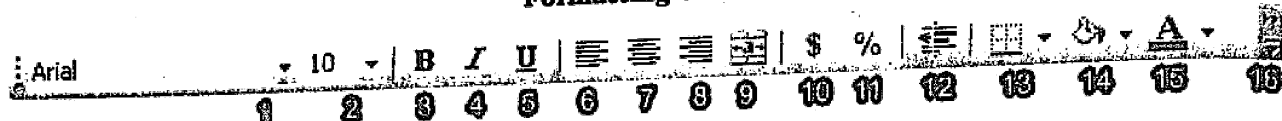
13. **Sort Ascending :** Sorts the current selection in ascending order.

14. **Chart Wizard :** Opens the "Chart Wizard," which will walk you through the creation of a chart / diagram using the currently selected information.

15. **Microsoft Excel Help :** Brings up the Excel Help window, which will allow you to type in a key-word for more information, or click anything on screen to directly bring up further information on that subject.

16. **More Options :** There are a variety of extra options you can call or add to the toolbar, such as Spell Check, Sort Descending, Cut, Redo, etc. By clicking the triangle, you can access these options; at the same time, you can drag this toolbar outwards more to make more available space for these options directly on the toolbar.

Formatting Toolbar



1. **Font** : Change the font of the selected cell(s)
2. **Size** : Change the font size of the selection
3. **Bold** : Put the selection in bold face
4. **Italics** : *Italicize* the selection
5. **Underline** : Underline the selection
6. **Align Left** : Align the current selection to the left

7. **Center** : Align the current selection to the center

8. **Align Right** : Align the current selection to the right

9. **Merge & Center** : Combine two selected cells into one new cell that spans the width of both and center the contents of this new cell

10. **Currency Style** : Change the style in which currency is displayed

11. **Percent Style** : Change the style in which percents are displayed

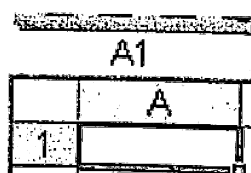
12. **Decrease Indent** : Decrease the indent of a cell by approximately one character

13. **Border** : Add or alter the style of borders to format a cell with

14. **Fill Color** : Select a color to fill the background of a cell with

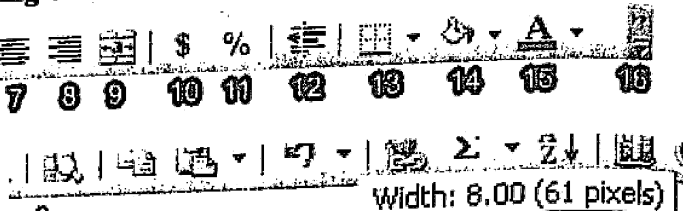
15. **Font Color** : Select a color to apply to a selection of text

To refer to a particular cell, you call it by its column letter, and then by its row letter. For example, the cell in the uppermost left corner would be "A1." The current cell(s) will always be listed in the "Name Box," which appears on the left below the toolbars.



Navigating the Spreadsheet : You can use the "Up," "Down," "Left," "Right," to move (one cell at a time) throughout the spreadsheet. You can also simply click the cursor into a cell). The "tab" button will move one cell to the right. The "Enter" button will confirm the entered information and move one cell down.

If you enter text or numbers that span further than the column allows, simply place your cursor on the line dividing two columns next to their respective letters, and drag to the right or left until the desired width is achieved. You can also double-click this dividing line to have Excel automatically choose the best width.



A Simple Spreadsheet :

	A	B	C	D
1		Grade 1	Grade 2	Grade 3
2	Student 1	98	100	80
3	Student 2	78	90	85
4	Student 3	90	100	100
5	Student 4	86	88	90
6	Student 5	0	0	0

This is what a basic spreadsheet may look like, keeping track of the grades for five students. As you'll notice, numbers automatically align to the right, while text automatically aligns to the left. Room has been allowed at the top and the left for column and row headings, which have been placed in bold.

Formula bar : The formula bar in Excel is located above the work area of the spreadsheet. The formula bar displays the data or formula stored in the active cell. The formula bar can be used to enter or edit a formula, a function, or data in a cell. Example The active cell displayed the answer to the formula. The actual formula for the active cell was displayed in the formula bar.

B	C
Cost of car	20000
Tax rate	0.07
Total Taxes	1400

Simple Formulas :

E2	A	B	C	D	E
		Grade 1	Grade 2	Grade 3	
1					
2	Student 1	98	100	80	92.67
3	Student 2	78	90	85	
4	Student 3	90	100	100	
5	Student 4	86	88	90	
6	Student 5	0	0	0	

"92.67" was not entered as the contents for cell "E2." The "formula bar" has the following entered into it : $=(B2+C2+D2)/3$

By following the normal order of operations, the contents of the three cells in parenthesis (B2, C2, and D2) are all added to each other, and then divided by 3. This gives an average of the three grades, which is then shown in the cell "E2" (where the formula was entered).

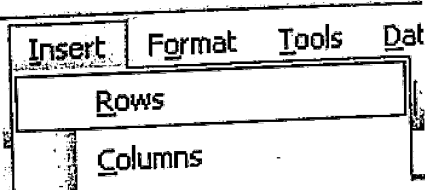
If you wanted to do the same for students 2 through 5, you would enter in similar formulas for each cell from "E3" to "E6" replacing the column and row numbers where appropriate.

An easy method to replicate formulas is to select the cell which contains the original formula ("E2" in this case), click the bottom right corner of the selection box, and drag down several rows (to "E6" in this example). The formula will be copied down in each cell, and will change itself to reflect each new row.

E2	fx =(B2+C2+D2)/3				
	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	
2	Student 1	98	100	80	92.67
3	Student 2	78	90	85	84.33
4	Student 3	90	100	100	96.67
5	Student 4	86	88	90	88
6	Student 5	0	0	0	0
7					

Insert Rows & Columns : You may find that you need to insert a new, blank row where there isn't a blank row any more. To insert a new blank row, place your cursor directly below where you would like a new row. Select Insert >> Rows. To insert a new column, place the cursor in a cell directly to the right of where you would like the column. Select Insert >> Columns.

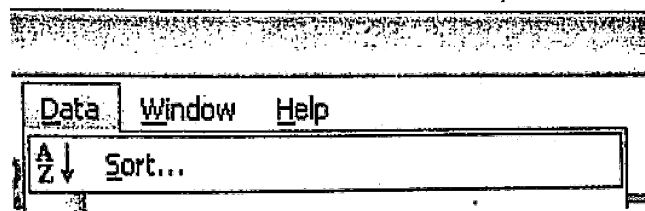
Book1



Sorting : One of Excel's powerful features is its ability to sort, while still retaining the relationships among information. For example, let's take our student grade example from above. What if we wanted to sort the grades in descending order? First, let's select the information we want to sort.

E2	fx =(B2+C2+D2)/3				
	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	
2	Student 1	98	100	80	92.67
3	Student 2	78	90	85	84.33
4	Student 3	90	100	100	96.67
5	Student 4	86	88	90	88
6	Student 5	0	0	0	0

Now let's select the "Sort" option from the "Data" menu.



A new window will appear asking how you would like to sort the information. Let's sort it by the average grade, which is in Column E; be sure to set by "Descending" order. If there were other criteria you wished to sort by as secondary measures, you could do so; let's select "Then by" as "Grade 3" just for the practice of doing so ("Descending" order, as well).

Sort

Sort by

(Column E)

☐ Ascending

☒ Descending

Then by

Grade 3

☐ Ascending

☒ Descending

Then by

☒ Ascending

☐ Descending

My data range has

☒ Header row

☐ No header row

Options...

OK

Cancel

Excel will sort your information with the specifications you entered. The results should look something like this :

E2	fx =(B2+C2+D2)/3				
	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	
2	Student 3	90	100	100	96.67
3	Student 1	98	100	80	92.67
4	Student 4	86	88	90	88
5	Student 2	78	90	85	84.33
6	Student 5	0	0	0	0

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Cell Formatting : You may notice that, by default, Excel will leave as many decimal points as possible within the cell's width restraints; as you increase the cell's width, the number of decimal points increases.

	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	
2	Student 3	90	100	100	96.66666667
3	Student 1	98	100	80	92.66666667
4	Student 4	86	88	90	88
5	Student 2	78	90	85	84.33333333
6	Student 5	0	0	0	0

Select "Cells" from the "Format" menu. A new window will appear with a wide variety of ways in which to customize your spreadsheets.

For example, if we wanted to set the percentages fixed to only two decimal points, you can make this selection under the "Number" category within the "Number" tab. You can also set the formatting for things such as the date, time, currency, etc.

The "Font" tab will also allow you to change the default font used on the spreadsheet. The other tabs provide even more ways to customize your spreadsheet and its appearance; experiment with the settings to see what works best for you.

Chart Wizard : Excel allows you to create basic to intermediate charts based off of information and data within your spreadsheets. Let's create a column chart from the student grade data from before. First, highlight the data.

	A	B	C	D	E
1		Grade 1	Grade 2	Grade 3	
2	Student 3	90	100	100	96.66666667
3	Student 1	98	100	80	92.66666667
4	Student 4	86	88	90	88
5	Student 2	78	90	85	84.33333333
6	Student 5	0	0	0	0

Next, select "Chart" from the "Insert" menu.

A new window will appear asking which type of chart you would like to create. For this example, let's do a basic pie chart. Select "Column" from the "Chart Type" on the left side, and pick the first sub-type on the right (a normal, 2D column chart).

Click "Next." In this window, you'll be asked to select your "data range"; this is the area of your spreadsheet that you wish to generate a chart from. Since you've already selected the area before, it should already be entered into the appropriate area. "Series in" allows you to choose by which value you want to arrange the chart. Let's arrange it by rows; this will break it down by "Grade" (such as Test 1, Test 2, etc.) and comparing the student scores next to each other.

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range **Series**

Data range:

Series in:

☒ Rows

☐ Columns

Cancel < Back Next > Finish

Click "Next." In step three you can give the chart a name ("Chart Title"), label the X and/or Y axis, etc.

Chart Wizard - Step 3 of 4 - Chart Options

Titles **Axes** **Gridlines** **Legend** **Data Labels** **Data Table**

Chart title:

Category (X) axis:

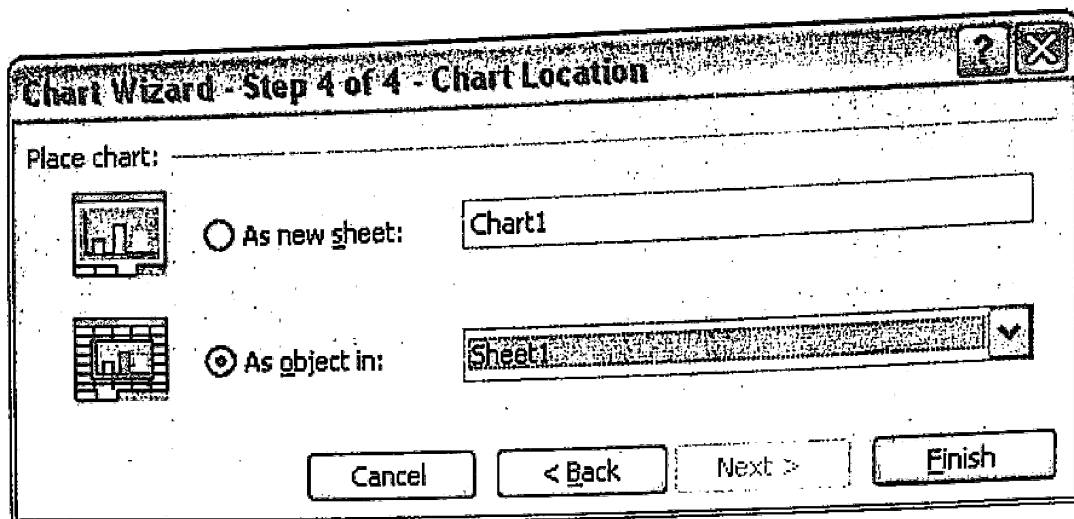
Value (Y) axis:

Second category (X) axis:

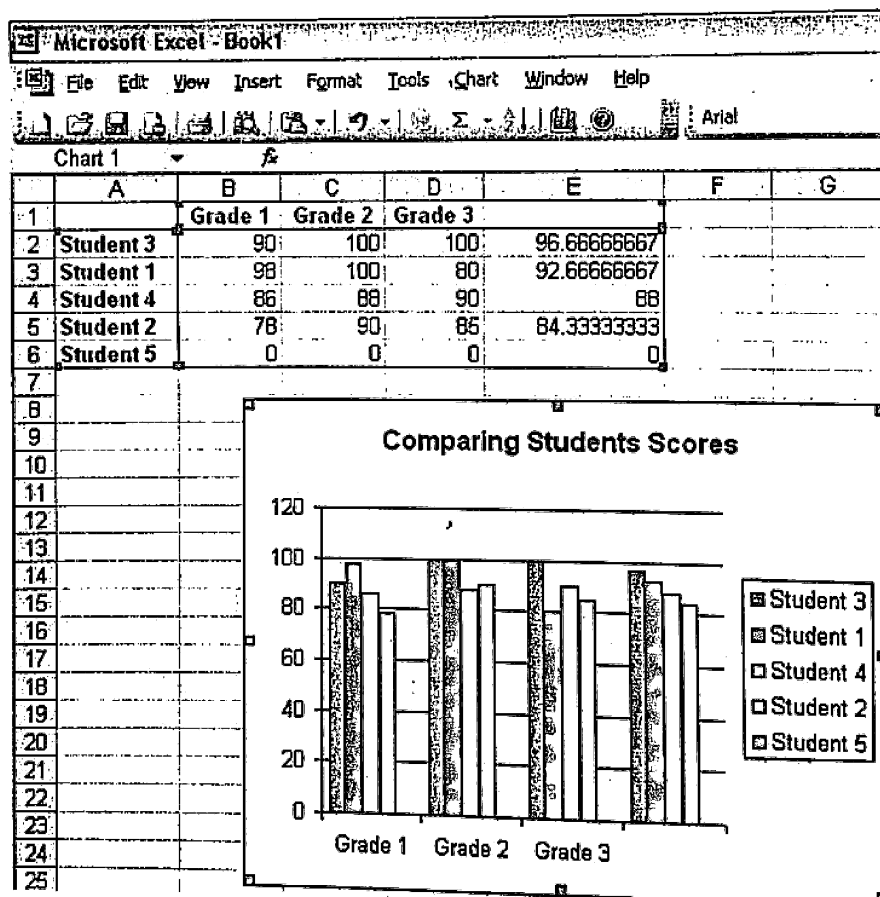
Second value (Y) axis:

Cancel < Back Next > Finish

Click "Next." The final step will ask whether you want the chart as an object in your current spreadsheet or in a new one; generally, you will place it within the same spreadsheet.



Click "Finish," and your chart will appear in your spreadsheet!



OBJECTIVE QUESTIONS

1. All formula in Excel start with
 - (1) % (2) +
 - (3) = (4) -
 - (5) None of these
2. You can use a function to combine text from two cells into one cell. But you can use an operator to do the same thing. Which operator is that?
 - (1) & (ampersand)
 - (2) = (equal sign)
 - (3) (space)
 - (4) All of the above.
 - (5) None of these
3. Two common wildcard characters that Excel recognizes are
 - (1) * and ? (2) < and >
 - (3) ^ and / (4) + and -
 - (5) None of these
4. The divide symbol is
 - (1) / (2) D
 - (3) \ (4))
 - (5) None of these
5. The multiplication arithmetic operator is represented by which of the following symbols?
 - (1) ^ (2) *
 - (3) / (4) X
 - (5) None of these
6. To add two cells (A1 and A2) together you use the following formula
 - (1) =A1 + A2 (2) =Add(A1+A2)
 - (3) =together(A1:A2)
 - (4) A1 plus A2 (5) None of these
7. To make a number in cell C1 10% smaller than the number in C3 you enter
 - (1) =C3*1.10 (2) +C3*110
 - (3) =C3%10 (4) =C3*.90
 - (5) None of these
8. On an excel sheet the active cell is indicated by ...
 - (1) A dark wide boarder
 - (2) A dotted border
 - (3) A blinking border
 - (4) None of above
 - (5) None of these
9. The worksheet contains _____ rows
 - (1) 65536 (2) 256
 - (3) 400
 - (4) 17
 - (5) None of these
10. Using the F11 shortcut key to create a chart on chart sheet creates
 - (1) A default chart
 - (2) A 2-dimensional column chart
 - (3) A 2-dimensional bar chart
 - (4) A 3-dimensional line chart
 - (5) None of these
11. You can print
 - (1) A range of cells by range name
 - (2) An entire worksheet
 - (3) A single worksheet
 - (4) All of the above
 - (5) None of these
12. You can create only a horizontal page break by first selecting
 - (1) A row below the row where you want the page break to occur
 - (2) A cell in row 1
 - (3) A cell in column A
 - (4) a and c (5) None of these
13. You can create hyperlinks from the Excel workbook to
 - (1) A webpage on company internet
 - (2) A web page on the internet
 - (3) Other Office 97 application documents
 - (4) All (5) None of these
14. The cell reference from a range of cells that starts in cell B1 and goes over to column G and down to row 10 is.....
 - (1) B1-G10 (2) B1.G10
 - (3) B1;G10 (4) B1:G10
 - (5) None of these
15. The advantage of using a spreadsheet is :
 - (1) calculations can be done automatically.
 - (2) changing data automatically updates calculations
 - (3) more flexibility
 - (4) all of the above
 - (5) None of these
16. The intersection of a row and column is called :
 - (1) data (2) a field
 - (3) a cell
 - (4) an equation
 - (5) None of these
17. There are three types of data found in a spreadsheet.
 - (1) data, words, numbers
 - (2) equations, data, numbers
 - (3) words, numbers, labels
 - (4) numbers formulas, labels
 - (5) None of these
18. To select a column the easiest method is to.....
 - (1) Double click any cell in the column
 - (2) Drag from the top cell in the column to the last cell in the column
 - (3) click the column heading
 - (4) click the column label
 - (5) None of these
19. If you press the cell accepts your typing as its contents.
 - (1) Enter (2) Ctrl+Enter
 - (3) Tab (4) Insert
 - (5) None of these
20. which of the following special function keys allow the content in cell
 - (1) esc (2) shift
 - (3) return (4) Tab
 - (5) None of these
21. Which is not an advantage of using computerized spreadsheets?
 - (1) flexibility of moving entries
 - (2) speed of calculation
 - (3) ability of generate tables
 - (4) cost of initial setup
 - (5) None of these
22. To select several cells or ranges that are not touching each other, you would ... while selecting
 - (1) hold down the Ctrl key
 - (2) hold down the Shift key
 - (3) hold down the Alt key
 - (4) hold down Ctrl + Shift key
 - (5) None of these

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23. Each cell in a Microsoft Office Excel document is referred to by its cell address, which is the

- (1) cell's column label
- (2) cell's column label and worksheet tab name
- (3) cell's row label
- (4) cell's row and column labels
- (5) None of these

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24. A certain spreadsheet shows in Page Break Preview that cells in Rows 1-25 have white background. The cells in row 26 that contain data have a dark grey background, when you click the Print button.....

- (1) nothing will print because some cells with data have been omitted
- (2) only the cells with gray background will print
- (3) the whole sheet will print
- (4) only the cells with white background will print
- (5) None of these

25. A constant is another name for this type of data:

- (1) number
- (2) equation
- (3) formula
- (4) description
- (5) None of these

26. The view that puts a blue line around each page that would be printed is the.....

- (1) Print Preview
- (2) Normal View
- (3) Page Break Preview
- (4) Split View
- (5) None of these

27. Auto Calculate will quickly add selected cells if you.....

- (1) right click on the status bar and select Sum
- (2) click the AutoCalculate button on the toolbar
- (3) use the key combination Ctrl+\$
- (4) Double click the selection
- (5) None of these

28. The cell labeled 23. 54 the cell labeled F5 refers to

- (1) row F column 5
- (2) column F row 5
- (3) function available in cells

- (4) function key F4
- (5) None of these

29. when you are typing an equation into a cell the first thing that must be entered is

- (1) the first cell referenced
- (2) parenthesis
- (3) quotation marks
- (4) an equal sign
- (5) None of these

30. Using the AutoSum button will replace in the selected cell.....

- (1) the sum of values in the cell's column
- (2) nothing until you select a range of cells
- (3) the sum of the cell's row unless you change the range
- (4) a formula which will add values in the range Excel guesses you want to add
- (5) None of these

31. Book1 is an example of how ... are numbered and named during each work session

- (1) Active cell
- (2) Formula bar
- (3) Menu bar
- (4) Name box
- (5) None of these

32. Which of the following displays the contents of the active cell?

- (1) Active cell
- (2) Formula bar
- (3) Menu bar
- (4) Name box
- (5) None of these

33. Graphics objects on a chart are used to

- (1) Add emphasis to chart data
- (2) Add interest to a chart
- (3) Help explain the chart data
- (4) (1), (2) and (3)
- (5) None of these

34. What does SUMIF function do?

- (1) Adds up cell values based on a condition
- (2) Adds all the numbers in a range of cells
- (3) Returns a subtotal in a list or database
- (4) All of above
- (5) None of these

35. You can insert labels for

- (1) All the data markers on a chart
- (2) A data series
- (3) A selected data marker
- (4) All
- (5) None of these

36. Tab scrolling buttons

- (1) Allow you to view a different worksheet
- (2) Allow you to view additional worksheet row down
- (3) Allow you to view additional worksheet columns to the right
- (4) Allow you to view additional sheet tabs
- (5) None of these

37. All macro keyboard shortcuts include the key

- (1) Alt
- (2) Ctrl
- (3) F11
- (4) Shift
- (5) None of these

38. To open the Format Cells dialog box, press

- (1) Alt + 1
- (2) Ctrl + 1
- (3) Ctrl + Shift + 1
- (4) F1
- (5) None of these

39. You can add a hyperlink to your worksheet by pressing

- (1) Alt + K
- (2) Ctrl + H
- (3) Ctrl + K
- (4) Ctrl + Shift + K
- (5) None of these

40. To move to the previous worksheet, press

- (1) Alt + PgUp
- (2) Ctrl + PgUp
- (3) Ctrl + PgDn
- (4) Shift + Tab
- (5) None of these

41. Hyperlinks can be

- (1) Text
- (2) Drawing objects
- (3) Pictures
- (4) All of above
- (5) None of these

42. To activate the previous cell in a pre-selected range, press

- (1) The Alt key
- (2) The Tab key
- (3) The Enter key
- (4) None of the above
- (5) None of these

43. Which button do you click to add up a series of numbers?

- (1) The autosum button
- (2) The Formula button
- (3) The quicktotal button
- (4) The total button
- (5) None of these

44. When the formula bar is active, you can see
- (1) The edit formula button
 - (2) The cancel button
 - (3) The enter button
 - ~~(4) All of the above~~
 - (5) None of these
45. To copy formatting from one area in a worksheet and apply it to another area you would use :
- (1) The Edit>Copy Format and Edit>Paste Format commands form the menu.
 - (2) The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
 - (3) There is no way to copy and apply formatting in Excel - You have to do it manually
 - ~~(4) The Format Painter button on the standard toolbar~~
 - (5) None of these
46. In a worksheet you can select
- (1) The entire worksheet
 - (2) Rows
 - (3) Columns
 - ~~(4) All of the above~~
 - (5) None of these
47. When you link data maintained in an excel workbook to a word document
- (1) The word document can not be edit
 - ~~(2) The word document contains a reference to the original source application~~
 - (3) The word document must contain a hyperlink
 - (4) The word document contains a copy of the actual data
 - (5) None of these
48. Which area in an excel window allows entering values and formulas
- (1) Title bar
 - (2) Menu bar
 - ~~(3) Formula bar~~
 - (4) Standard toolbar
 - (5) None of these
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Exam, 31.08.2008**
49. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the
- (1) Unfreeze panes command on the window menu
 - ~~(2) Freeze panes command on the window menu~~
 - (3) Hold titles command on the edit menu
 - (4) Split command on the window menu
 - (5) None of these
50. To edit in an embedded excel worksheet object in a word document
- ~~(1) Use the excel menu bar and toolbars inside the word application~~
 - (2) Edit the hyperlink
 - (3) Edit the data in a excel source application
 - (4) Use the word menu bar and toolbars
 - (5) None of these
51. To create a formula, you can use :
- (1) Values but not cell references
 - (2) Cell references but not values
 - (3) Values or cell references although not both at the same time
 - ~~(4) Value and cell references~~
 - (5) None of these
52. Status indicators are located on the
- (1) Vertical scroll bar
 - (2) Horizontal scroll bar
 - ~~(3) Formula bar~~
 - (4) Standard toolbar
 - (5) None of these
53. Which of the following is the oldest spreadsheet package?
- ~~(1) VisiCalc~~
 - (2) Lotus 1-2-3
 - (3) Excel
 - (4) StarCalc
 - (5) None of these
54. Rounding errors can occur
- ~~(1) When you use multiplication, division, or exponentiation in a formula~~
 - (2) When you use addition and subtraction in a formula
 - (3) Because excel uses hidden decimal places in computation
 - (4) When you show the results of formulas with different decimal places that the calculated results
 - (5) None of these
55. You can copy data or formulas
- (1) With the copy, paste and cut commands on the edit menu
 - (2) With commands on a short-cut menu
 - (3) With buttons on the standard toolbars
 - ~~(4) All of the above~~
 - (5) None of these
56. You can not link excel worksheet data to a word document
- (1) With the right drag method
 - (2) With a hyperlink
 - (3) With the copy and paste special commands
 - ~~(4) With the copy and paste buttons on the standard toolbar.~~
 - (5) None of these
57. Which of the following is a popular DOS based spreadsheet package?
- (1) Word
 - (2) Smart cell
 - (3) Excel
 - ~~(4) Lotus 1-2-3~~
 - (5) None of these
58. An excel workbook is a collection of
- (1) Workbooks
 - ~~(2) Worksheets~~
 - (3) Charts
 - (4) Worksheets and charts
 - (5) None of these
59. Excel files have a default extension of
- ~~(1) Xls~~
 - (2) Xlw
 - (3) Wk1
 - (4) 123
 - (5) None of these
60. You can use the format painter multiple times before you turn it off by
- (1) You can use the format painter button only one time when you click it
 - ~~(2) Double clicking the format painter button~~
 - (3) Pressing the Ctrl key and clicking the format painter button

- (4) Pressing the Alt key and clicking the format painter button
(5) None of these
61. What function displays row data in a column or column data in a row?
(1) Hyperlink (2) Index
(3) Transpose (4) Rows
(5) None of these
62. When you insert an Excel file into a Word document, the data are
(1) Hyperlinked
(2) Placed in a word table
(3) Linked (4) Embedded
(5) None of these
63. Except for thefunction, a formula with a logical function shows the word "TRUE" or "FALSE" as a result
(1) IF (2) AND
(3) OR (4) NOT
(5) None of these
64. Macros are "run" or executed from the menu.
(1) Insert (2) Format
(3) Tools (4) Data
(5) None of these
65. You can open the consolidate dialog box by choosing Consolidate from the menu.
(1) Insert (2) Format
(3) Tools (4) Data
(5) None of these
66. Each excel file is called a workbook because
(1) It can contain text and data
(2) It can be modified
(3) It can contain many sheets including worksheets and chart sheets
(4) You have to work hard to create it
(5) None of these
67. Which types of charts can excel produce?
(1) Line graphs and pie charts only
(2) Only line graphs
(3) Bar charts, line graphs and pie charts
(4) Bar charts and line graphs only
(5) None of these
68. How are data organized in a spreadsheet?
(1) Lines and spaces
(2) Layers and planes
(3) Rows and columns
(4) Height and width
(5) None of these
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69. What does the VLOOKUP function do?
(1) Looks up text that contain 'v'
(2) Checks whether text is the same in one cell as in the next
(3) Finds related records
(4) All of above
(5) None of these
70. Gridlines
(1) May be turned off for display but turned on for printing
(2) May be turned on or off for printing
(3) The be turned off for display and printing
(4) a, b and c
(5) None of these
71. You can print only an embedded chart by
(1) Moving the chart to a chart sheet before you print.
(2) Formatting the chart before you print
(3) Selecting the chart before you print
(4) a and c
(5) None of these
72. Which of the following is a correct order of precedence in a formula calculation?
(1) Multiplication and division, exponential positive and negative value
(2) Multiplication and division, positive and negative values, addition and subtraction
(3) Addition and subtraction, positive and negative values, exponentiation
(4) None of above
(5) None of these
73. A function inside another function is called afunction.
(1) Nested (2) Round
(3) Sum (4) Text
(5) None of these
74. How should you print a selected area of a worksheet, if you'll want to print a different area next time?
(1) On the file menu, point to print area, and then click set print are(1)
(2) On the file menu, click print, and then click selection under print what
(3) On the view menu, click custom views, then click add
(4) All of above
(5) None of these
75. Your German supplier still invoices for parts in deutsche marks. How can you have Excel convert those sums to Euros?
(1) On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.
(2) On the tools menu, click Add-Ins, and select the Euro Currency Tools check box
(3) Apply a selected background color
(4) All of above
(5) None of these
76. Which function calculates your monthly mortgage payment?
(1) PMT (payments)
(2) NPER (number of periods)
(3) PV (present value)
(4) All of above
(5) None of these
77. If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?
(1) Point to speech on the tools menu, and then click show text to speech toolbar.
(2) Click validation on the data menu
(3) Point to speech on the tools menu, and then click speech recognition

- (4) All of above
(5) None of these
78. You can open the Sort dialog box by choosing Sort from the menu
(1) View
(2) Format
(3) Tools (4) Data
(5) None of these
79. when working in the page break preview, you can
(1) view exactly where each page break occurs
(2) add or remove page breaks
(3) change the print area
(4) all of above
(5) None of these
80. A data map is helpful
(1) When you have too much data to chart
(2) To show a geographic distribution of data
(3) To compare data points
(4) To show changes in data over time
(5) None of these
81. In MS-Access, a table can have _____ primary key /keys.
(1) One (2) Two
(3) Three (4) Four
(5) None of these
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82. _____ cells involves creating a single cell by combining two or more selected cells.
(1) Formatting
(2) Merging
(3) Embedding
(4) Splitting
(5) None of these
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83. A _____ is rectangular grid of rows & columns used to enter data.
(1) cell
(2) workspace
(3) worksheet
(4) spreadsheet
(5) Both (3) and (4)
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84. To delete an incorrect character in a document, _____ to erase to the right of the insertion point.
(1) press the left mouse key
(2) double - click the right mouse key
(3) press the BACKSPACE key
(4) press DELETE key
(5) None of these
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85. The most common subtotal used Subtotals command is the _____ function, which causes Excel to display a sum each time the control field change.
(1) ADD (2) SUM
(3) TOTAL (4) LIST
(5) None of these
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86. By default, Excel positions text in a cell _____.
(1) left - aligned
(2) right - aligned
(3) centered (4) justified
(5) None of these
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87. To centre a paragraph using shortcut keys, press _____.
(1) CTRL + C (2) CTRL + E
(3) CTRL + L (4) CTRL + R
(5) None of these
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88. Which of the following is the latest version of Excel?
(1) Excel 2000 (2) Excel 2002
(3) Excel ME (4) Excel XP
(5) None of these
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29. (4)	30. (4)	31. (4)	32. (2)
33. (4)	34. (1)	35. (4)	36. (4)
37. (1)	38. (2)	39. (3)	40. (2)
41. (4)	42. (4)	43. (1)	44. (4)
45. (4)	46. (4)	47. (2)	48. (3)
49. (2)	50. (1)	51. (4)	52. (3)
53. (1)	54. (1)	55. (4)	56. (4)
57. (4)	58. (2)	59. (1)	60. (2)
61. (3)	62. (2)	63. (1)	64. (3)
65. (4)	66. (3)	67. (3)	68. (3)
69. (3)	70. (4)	71. (4)	72. (4)
73. (1)	74. (2)	75. (2)	76. (1)
77. (1)	78. (4)	79. (4)	80. (2)
81. (1)	82. (2)	83. (5)	84. (4)
85. (2)	86. (1)	87. (2)	88. (4)

EXPLANATIONS

2. (1) Use the ampersand (&) to join, or concatenate, one or more text strings to produce a single piece of text. Operators specify the type of calculation that you want to perform on the elements of a formula. Example if u enter in formula bar ="North"&"wind" it show result "Northwind"
3. (1) the wildcard characters can be used as comparison criteria for filters, and when searching and replacing content. *, ? and ~ are the wild card characters.
8. (1) active cell: The selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is bounded by a heavy border
12. (1) Insert vertical or horizontal page breaks Select a row or column below or to the right of where you want to insert a horizontal or vertical page break, right-click, and then click Insert Page Break.
24. (4) In page break preview , the selected print area shown in white background with blue line around each page, and dark grey area is not a print area , this area contain blank cell which not require to print.
44. (4) All the buttons are sits on left to the formula bar.

ANSWERS

1. (3)	2. (1)	3. (1)	4. (1)
5. (2)	6. (1)	7. (4)	8. (1)
9. (1)	10. (2)	11. (4)	12. (1)
13. (4)	14. (4)	15. (4)	16. (3)
17. (4)	18. (3)	19. (1)	20. (3)
21. (4)	22. (1)	23. (4)	24. (4)
25. (1)	26. (3)	27. (2)	28. (2)