

Multiple Choice Questions

Answer

Q1. To insert chart from a data selection, you will need to press -

- (A) F5
- (B) F7
- (C) F11
- (D) F12

C



Q2. To open the Spelling dialog box, you need to press -

- (A) F5
- (B) F7
- (C) F11
- (D) F2

B



Q3. To bring up the custom cell Formatting press -

- (A) Ctrl+1
- (B) Ctrl+2
- (C) Ctrl+3
- (D) Ctrl+4

A



Q4. To find the maximum salary, you can use -

- (A) =MAX(F5:F24)
- (B) =LARGE(F5:F24,1)
- (C) =AGGREGATE(4,0,F5:F24)
- (D) All of the above

D



Q5. You can find the mean of the salaries using -

- (A) =AGGREGATE(2,0,F5:F24)
- (B) =AVERAGE(F5:F24)
- (C) =MEAN(F5:F24)
- (D) All of the above

B



Multiple Choice Question And Answer On Ms Excel

Katrin Zwirglmaier



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FIRST YEAR In this year the trainee learns about safety and environment use of various trade tools safety measures involved in the industry Gain basic knowledge of Electrical and Electronic components related to Computer and Networking system They learn about assembling and servicing of Desktop computer hardware components Trainee learns about Installing UNIX LINUX other operating system with application software and Adding new users software material components Identification of laptop sections and connectors Assembling and disassembling a Laptop troubleshooting Latest Tools Gadgets for Desktop Laptop Repairs They learn to install and use different types of printers Scanner MFD Scanner Trainees are able to install and configuration Monitor display card and driver front panel controls and settings Practice on Backup Drives Maintenance and Troubleshooting of PC They can also assemble disassemble of Tablet Smart Devices The trainee learns to work on MS office package word excel power point outlook They learn to design graphics using Adobe Page maker Corel draw and Adobe Photoshop Trainees are able to create email account chat and browse through internet and Microsoft Outlook Express They learn to design and develop web pages using HTML They perform create and record various formats of multimedia audio and video files using digital audio and video editor tools Trainees are able to create customized database files using Microsoft Access and Visual Basic

SECOND YEAR In this year the trainee learns Network fundamentals They also learn to set up and configuring Networking System using various network devices Trainees are able to configure Data communication equipment Network Protection and troubleshooting Server

Installation managing Server Network Security Linux Server installation and configuration Network Security The trainee learns about image editing and graphic design using Adobe Illustrator and Flash video and audio editing using Adobe Premier They learn to create graphics animation using Adobe after Effects and 3Ds Max They learn to design webpage using Front Page also use HTML and PHP embedding VBScript JavaScript and publish in a local server They will learn basic python based coding and programming They learn about functions operators expressions priorities bindings strings list modules errors and etc Trainees are also learn to use Dreamweaver and also on practice on Open Source Tools for Web Designing and Information Security Vulnerabilities We add new question answers with each new version Please email us in case of any errors omissions This is arguably the largest and best e Book for All engineering multiple choice questions and answers As a student you can use it for your exam prep This Book is also useful for professors to refresh material Secretarial Practice (English) MCQ Manoj Dole, Secretarial Practice English MCQ is a simple Book for ITI Engineering Course Secretarial Practice English Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about Secretarial Practice English trade a candidate is trained on Professional Skill Professional Knowledge and Employability Skill related to job role In addition to this a candidate is entrusted to undertake project work extracurricular activities and on the job training to build up confidence The broad components covered under Professional Skill subject are as below The trainee learns about safety and environment use of Secretarial Practice English artificial respiratory resuscitation to begin with He gets the idea of about the basic computer fundamentals its peripherals classify the consonants its direction joining the consonants distinguish between long short vowels Describe Logograms Grammalogues Contraction use of the punctuation mark Understand Diphthong Prepare Windows operating system on computer Compare all types of alternative forms recognize the finger positioning on the computer keyboard Compare all types of alternative forms recognize the finger positioning on the computer keyboard Recognize the direction of SHR SHL Observed curved hooked strokes and compound consonant Recognize Final Hooks Recognize Final Hooks application of the prefixes and suffixes Identify the monetary units use it Identify the monetary units use it In this year trainees able to write in shorthand translation note taking techniques and apply on computer for speed typing in MS Word The trainee will be able work with MS Excel by manipulating data maintain office stationeries maintain simple accounts with formulas and functions Label the office layout Name the dispatch and diary register maintain computer data safety Identify all types of file requirements implement the same on MS Power point Demonstrate MS PowerPoint Presentation searching of information with internet browser Create E Mail ID correspondence through mail filling up online forms and documents for registration etc booking tickets for rail bus air and hotels Identify all types of official tools equipment Observe all types of postal services Prepare all types of letters notice agenda minutes reports circular memorandum Trainees will able to maintain calendar of event and general Banking Correspondence Employability Skills

MCQ Manoj Dole, EMPLOYABILITY SKILLS MCQ is a simple Book for ITI Subject EMPLOYABILITY SKILLS Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about English literacy module to understand the application of skills like pronunciation functional grammar greeting introduction etc I T Literacy This module covers the topics like Basics of computer MS Word MS Excel Internet and Emailing etc The IT literacy has two sections theory and exercise The theory section covers the basic information and application of computers Communication Skills This module is covering the topics like verbal communication non verbal communication listening self awareness and behavioural skill etc The communication skills module has two sections theory and exercise The theory section helps the trainee to understand the need of the skill practical application and any other relevant information Entrepreneurship Skills It is intended for the aspiring youths who undergo technical trainings in various trades and wish to take up entrepreneurship as a career opportunity Productivity is about how well people combine resources to produce goods and services like raw material labour skills capital equipment land intellectual property managerial capability and financial capital Occupational Safety Health and Environment Education It protects co workers family members employees customers suppliers and others who are involved in the workplace environment Labour Welfare Legislation includes overall welfare facilities designed to take care of well being of employee s and in order to increase their living standard The quality tools given here are very important for not only providing them precise knowledge inputs but also would be able to apply problem solving techniques through development of QC for continuous improvements to become an outstanding and efficient quality personal

Desktop Publishing Operator MCQ Manoj Dole, Desktop Publishing Operator MCQ is a simple Book for ITI Engineering Course Desktop Publishing Operator Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about about safety and environment use of fire extinguishers trade tools identifies computer peripherals internal components basic DOS commands Windows and Linux interface and its related software installation MS Office word document excel sheet and power point presentation database with MS Access network system of an organization internet browser VBA to create edit various types of macros in MS Excel and to develop user form using VBA websites cyber crimes secure information from Internet by cyber security concept

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projects specified in the syllabus The trainee learns to install and work with Linux environment They will able to install and configure different types of printer plotter scanner and troubleshoots its faults The trainees will learn to setup and configure networking system using various network devices using crimping punching setting IP addressing techniques They are able to share and control resource and internet connection over network They learn to secure networking system from different types of attacks They also learn to install and configure Windows and Linux server Finally the trainees will learn about internet and different types of web browsers At the end of the year trainees can go on industrial visit or projects specified in the syllabus

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Malhotra,2025-06-11 Computers are used almost everywhere It has revolutionised our social life and have transformed this world into a small global village This new edition is a series of eight books classes 1 to 8 for primary and middle schools The series has been delivered and designed in such a way that a child can understand the basic concepts of computer and its applications We have tried to achieve our objective through interactive updated contents and activities presented in a learner friendly manner focusing on the activity oriented computer education Salient Features of the Books The entire series is strictly developed in line with the latest pattern and guidelines issued by all major syllabi Simple language exciting and meaningful illustrations are provided to elucidate the concepts Lesson objective highlights the main topics to be covered in the chapter Warm Up provides activities based on previous knowledge observation skills and thinking skills Fact com section presents interesting information to take learning beyond the given text Key Points section is given at the end of each chapter

to recapitulate the important points learnt Activity Zone within the chapter develops technical and cognitive skills Modellest Papers help the students revise the knowledge they have gained The aim of our books is to make students understand the working and applications of computer on their own Every effort has been made to keep the series worthful but still the door is open for your valuable suggestions for the improvement of the series Your suggestions will be gratefully acknowledged and will be given due consideration in the subsequent editions **Excel HSC & Preliminary Senior Science** Jennifer Hill,2011

This comprehensive study guide covers the complete HSC Preliminary Se nior Science course and has been specifically created to maximise exam s uccess This guide has been designed to meet all study needs providing up to date information in an easy to use format The sample HSC Exam has been updated for the new format Excel HSC Preliminary Senior Science contains an introductory section including how to use the book and an explanation of the new course helpfu l study and exam techniques comprehensive coverage of the entir e Preliminary and HSC courses hundreds of diagrams to aid under standing icons and boxes to highlight key concepts and assessme nt skills including laboratory and field work checklists of key terms end of chapter revision questions with fully explained a nswers a trial HSC style exam with answers and explanations a glossary of key terms useful websites highlighted throu ghout [UPSSSC Rajasva Lekhpal Requirement Exam | 1300+ Solved MCQ Questions \(10 Mock Tests + 12 Sectional Tests\)](#) EduGorilla Prep Experts,2022-08-03

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Advances in Web Based Learning - ICWL 2007 Howard Leung, 2008-04-14 This book contributes the thoroughly refereed post conference proceedings of the 6th International Conference on Web Based Learning ICWL 2007 held in Edinburgh UK in August 2007 The 55 revised full papers presented together with 1 keynote talk were carefully reviewed and selected from about 180 submissions The papers are organized in topical sections on personalized e learning learning resource organization and management framework and standards for e learning test authoring question generation and assessment language learning science education visualization technologies for content delivery and learning behavior

practice and experience sharing security privacy and mobile e learning as well as blended learning

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