

1. Which of the following Excel charts represents only one value for each variable?
 - (1) Function
 - (2) Line
 - (3) Pie
 - (4) Bar
 - (5) None of these

2. To see the document before the printout is taken use
 - (1) Insert table
 - (2) Paste
 - (3) Format printer
 - (4) Cut
 - (5) Print preview

3. ALU works on the instruction and data held in the
 - (1) Notebook
 - (2) Registers
 - (3) Copy pad
 - (4) I/O devices
 - (5) None of these

4. To move data from one part of the document to another, following is used
 - (1) Cut and Paste
 - (2) Copy and Paste
 - (3) Cut and Delete
 - (4) Copy and Delete
 - (5) Cut and Insert

5. Another name for a pre-programmed formula in Excel is
 - (1) Range
 - (2) Graph
 - (3) Function
 - (4) Cell
 - (5) None of these

6. To save a document for the first time, option is used.
 - (1) Save as

Manual Office Procedure Objective Type Question

H Kauffman



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