

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

**JE Gale**



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