

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 -

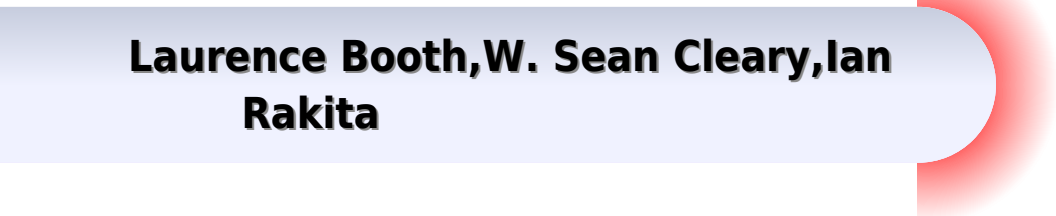
- (A) =AGGREGATE(2,0,F5:F24)
- (B) =AVERAGE(F5:F24)
- (C) =MEAN(F5:F24)
- (D) All of the above

B



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**Laurence Booth,W. Sean Cleary,Ian
Rakita**



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InfoWorld, 1994-05-09 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Business Education Forum**, 1994 *Office 2008 for Macintosh: The Missing Manual* Jim Elferdink, 2008-03-20 Still the top selling software suite for Mac users Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features You'll find lots of new features in Office 2008 for Word Excel PowerPoint and Entourage but not a page of printed instructions to guide you through the changes Office 2008 for Macintosh The Missing Manual gives you the friendly thorough introduction you need whether you're a beginner who can't do more than point and click or a power user who's ready to tackle a few advanced techniques To cover Word Excel PowerPoint and Entourage this guide gives you four superb books in one a separate section each for program You can manage your day and create professional looking documents spreadsheets and presentations in no time Office 2008 has been redesigned so that the windows toolbars and icons blend in better with your other Mac applications But there are still plenty of oddities That's why this Missing Manual isn't shy about pointing out which features are gems in the rough and which are duds With it you'll learn how to Navigate the new user interface with its bigger and more graphic toolbars Use Word Excel PowerPoint and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters flyers brochures and more with Word's Publishing Layout View Build financial documents like budgets and invoices with Excel's Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage's Project Center Scan or import digital camera images directly into any of the programs Customize each program with power user techniques With Office 2008 for Macintosh The Missing Manual you get objective and entertaining instruction to help you tap into all of the features of this powerful suite so you can get more done in less time *PC Mag*, 1995-09-12 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Small Business Forum**, 1992

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