

Computer Literacy Module - 6

Collected and composed by Ramamurthy S

Ram GHS Devalapura 94487 50594 srmysooru@gmail.com

Question 1 / 25

IF THERE ARE TOO MANY NUMBERS AFTER A DECIMAL IN A CELL WHAT CAN YOU DO TO VIEW THE MISSING NUMBERS

- A. SCROLL IN THE CELL
- B. DECREASE THE COLUMN WIDTH
- C. REENTER THE NUMBERS
- D. **NONE OF THE ABOVE**

Question 2 / 25

2. ONCE YOU HIDE A ROW IT REMAINS HIDDEN AS LONG AS THE WORKBOOK IS ACTIVE

- A. True
- B. **False**

Question 3 / 25

THE NAME BOX SHOWS YOU THE CONTENT OF THE CELL

- A. **True**
- B. False

Question 4 / 25

AN EXCEL WORKSHEET IS

- A. A PAGE WITH RECTANGLES
- B. **A TABLE OF DATA ORGANIZED IN ROWS AND COLUMNS**
- C. A GRAPH
- D. NONE OF THE ABOVE

Question 5 / 25

HOW DO YOU KNOW WHICH CELL IN EXCEL IS THE ACTIVE ONE (THE ONE YOU ARE WORKING IN)

- A. A DOTTED BORDER
- B. BOLD TEXT
- C. A BLINKING BORDER
- D. **A SOLID DARK, WIDE BORDER**

Question 6 / 25

WHEN YOU PRESS 'ENTER' IN EXCEL IT WILL MOVE ONE COLUMN TO THE LEFT

- A. True
- B. **False**

Question 7 / 25

WHAT DO YOU TYPE IN EXCEL TO START A FORMULA

- A. /
- B. *
- C. **START FORMULA**

D.=

Question 8 / 25

'CTRL B' IS A SHORTCUT FOR

- A.ADDING A BORDER
- B.GOING BACKWARDS
- C.BOLDING TEXT**
- D.NONE OF THE ABOVE

Question 9 / 25

YOU CANNOT EDIT DATA ONCE YOU HAVE EXITED THE CELL YOU ENTERED IT IN

- A.True
- B.False**

Question 10 / 25

MAIL MERGE ALLOWS YOU TO SEND THE SAME LETTER TO THE SAME PERSON

- A.True
- B.False**

Question 11 / 25

A MAIL MERGE LIST CAN CONTAIN MULTIPLE ADDRESSES BUT NOT MULTIPLE RECORDS (PEOPLE)

- A.True
- B.False**

Question 12 / 25

TO ACCESS THE MAIL MERGE TASK PANE YOU MUST CLICK TOOLS, AND ON THE TOOLS MENU YOU MUST CLICK 'MAIL MERGE'

- A.True**
- B.False

Question 13 / 25

WHICH OF THE FOLLOWING ALLOWS YOU TO POSITION THE DATA CORRECTLY IN A MAIL MERGE?

- A.INSERT
- B.ENTER KEY
- C.PLACEHOLDERS**
- D.NONE OF THE ABOVE

Question 14 / 25

WHAT ITEMS ARE MERGED DURING A MAIL MERGE?

- A.A WEB PAGE AND A MAILING LIST
- B.AN EMAIL AND A MAILING LIST
- C.AN EMAIL AND A WORD DOCUMENT
- D.NONE OF THE ABOVE**

Question 15 / 25

MAIL MERGE MERGES A DOCUMENT WITH A MAILING LIST

- A.True**

B.False

Question 16 / 25

UNLIKE EXCEL, OTHER SPREADSHEET SOFTWARE HAVE LIMITATIONS BECAUSE THEY

- A.USE THIN DATA
- B.ARE A FLAT FILE**
- C.JUST DON'T WORK
- D.KEEP MISSPELLING DRINKWATER

Question 17 / 25

A POWERPOINT PRESENTATION IS MADE UP OF A SERIES OF

- A.COOPER'S EYE GLASS LENS
- B.SLIDES**
- C.LAYOUTS
- D.PICTURES

Question 18 / 25

IN EXCEL 'EURO' IS A

- A.FORMULA
- B.CELL NAME
- C.DATA TYPE**
- D.NONE OF THE ABOVE

Question 19 / 25

WHICH MICROSOFT OFFICE PROGRAMS/SOFTWARES HAVE THE RIBBON

- A.WORD
- B.EXCEL
- C.ACCESS
- D.POWERPOINT
- E.ALL OF THE ABOVE**

Question 20 / 25

IN MSWORD WHICH TOOLBAR DO I USE TO INSERT A HEADER?

- A.MAILINGS
- B.VIEW
- C.HOME
- D.NONE OF THE ABOVE**

Question 21 / 25

YOU CAN INSERT A HEADER IN MSWORD BUY USING THE 'HEADER' BUTTON ON THE _____ TAB (one word)

Correct answers: insert

Question 22 / 25

IN EXCEL A QUICK WAY TO ADD UP NUMBERS IN A COLUMN WOULD BE TO CLICK ON / IN THE CELL BELOW THE COLUMN OF NUMBERS AND THEN

- A.WAIT FOR THE TOTAL TO SHOW
- B.ASK MOSES TO ADD IT UP FOR YOU**

C.CLICK THE EQUAL SIGN

D.CLICK THE AUTOSUM BUTTON ON THE STANDARD TOOLBAR

Question 23 / 25

EXCEL HAS A LIMITED AMOUNT OF DATA THAT CAN BE ORGANIZED IN A SPREADSHEET (think carefully)

A.True

B.False

Question 24 / 25

WHEN A CELL SHOWS '#####' IN IT, IT USUALLY MEANS

A.JOHN AND CHRIS ARE PLAYING TICK-TAC-TOE

B.THERE IS NO DATA IN THE CELL

C.THE CELL WIDTH NEEDS TO BE ADJUSTED TO SHOW THE DATA

D.THE DATA IN THE CELL IS MISSPELLED

1. CLICK THE LINK BELOW 2. READ THROUGH THE LESSON 3. FOLLOW THROUGH AND USE THE EXAMPLES TO CREATE A SLIDE IN POWERPOINT (USE YOUR OWN IMAGINATION FOR ONE SLIDE) AND BE SURE TO ADD A FOOTER 4. PRINT THE SLIDE YOU CREATED 5. SAVE THE SLIDE AS FINAL IN YOUR MY DOCUMENTS FOLDER 6. COMPLETE THE SELF-TEST 7. PRINT THE SELF-TEST <http://office.microsoft.com/en-us/powerpoint-help/add-slide-numbers-and-other-footers-to-slides-RZ010258800.aspx>

Your Answer

power point presentation

Your Certificate

