

**Lesson – 6****STAR OFFICE CALC**

1. \_\_\_\_\_ command is used to insert special characters?
  - a. Insert → Characters
  - b. Special characters → Insert
  - c. Insert → Special characters
  - d. None of these
2. \_\_\_\_\_ icon is used to present the data in the worksheet in the form of charts of different kinds such as Bar chart, Pie chart, Lines, X-Y plot etc.,
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
3. \_\_\_\_\_ icon provides to generate a scrolling screen within a worksheet.
  - a. Insert floating frame
  - b. Insert formula icon
  - c. Insert OLE object
  - d. Insert from Image editor
4. To create a chart \_\_\_\_\_ icon is clicked.
  - a. Show Draw icon
  - b. Insert picture
  - c. Insert chart
  - d. Insert special character
5. To select a different sheet \_\_\_\_\_ on the tab with the sheet's name.
  - a. Click
  - b. Double click
  - c. Move
  - d. None of these
6. To separate the cells of same sheet in a formula \_\_\_\_\_ is used.
  - a. Semicolon
  - b. Colon
  - c. Comma
  - d. Hyphen
7. \_\_\_\_\_ icon is used to print all the data in all the sheets of the document.
  - a. Format
  - b. Edit
  - c. File
  - d. Print
8. To print the part of worksheet select the range to be printed by using \_\_\_\_\_ command.
  - a. Print icon
  - b. Format → Print pages → Edit
  - c. Format → print range → Delete
  - d. Format → print range → set
9. \_\_\_\_\_ command is used to print the worksheet.
  - a. File → print
  - b. File → print range
  - c. Format → print range → delete
  - d. Format → print range → set
10. In print dialog box, under the print range choose the option \_\_\_\_\_ to print all the sheets of the document.
  - a. All
  - b. Pages
  - c. Selection
  - d. None
11. \_\_\_\_\_ dialog box is used to prints the worksheet with the grid lines.
  - a. Page style
  - b. Paragraph
  - c. Character
  - d. Formatting
12. \_\_\_\_\_ appears when the show draw function icon is clicked.
  - a. Insert Picture Icon
  - b. Draw function
  - c. Draw function toolbar
  - d. Show Draw function

13. \_\_\_\_\_ icon is used to import applets into a worksheet.  
 a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_
14. \_\_\_\_\_ icon is used to import objects from other application into a worksheet.  
 a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_
15. \_\_\_\_\_ command is used to create a chart.  
 a. Insert chart b. Create → chart c. Chart → insert d. None of these
16. After clicking insert chart, the cursor becomes \_\_\_\_\_ sign.  
 a. Circle b. Cross c. Asterisk d. +
17. After selection the tab of a particular sheet it appears in \_\_\_\_\_.  
 a. Gray b. Black c. White d. Blue
18. To separate two different sheet in a formula \_\_\_\_\_ is used.  
 a. Semicolon b. Colon c. Comma d. Hyphen
19. To remove print range settings select \_\_\_\_\_.  
 a. Format → print ranges → remove b. Print option under file menu  
 c. Format → print ranges → delete d. Format → print ranges → set
20. In page style dialog box \_\_\_\_\_ check box is used to print the worksheet with gridlines.  
 a. Notes b. Grid  
 c. Column and row headers d. Objects/graphics
21. By default, how many number of sheets are available in a spreadsheet?  
 a. 1 b. 2 c. 3 d. 4
22. The OLE stands for \_\_\_\_\_.  
 a. Object Linking Environment b. Object Linking Embedded  
 c. Object Linking Enrichment d. Object Linking Enrolled
23. The 3D formula to calculate the sum of the numbers in the cell A1 of sheet1 and A1 of sheet2 is \_\_\_\_\_.  
 a. =sum(Sheet1:A1;Sheet2:A1) b. =sum(Sheet1.A1;Sheet2.A1)  
 c. =sum(Sheet1.A1:Sheet2.A1) d. =sum(Sheet1.Sheet2.A1:A2)
24. The command used for inserting picture in spreadsheet is \_\_\_\_\_.  
 a. Insert → Picture → From file b. Format → Picture  
 c. Insert → From file → Picture d. View → Picture → From file
25. Which command is used for preparing the chart in star office calc?  
 a. Insert → Chart b. Format → chart  
 c. format → Object d. View → chart
26. Which command is used to enable insert object tool bar?  
 a. View → Tool bars → Insert object b. View → Insert object → tool bar

- c. Insert → object d. none
27. The option under the File menu used to print the worksheet is \_\_\_\_\_.
- a. Print preview b. Print c. Print range d. Page view
28. The \_\_\_\_\_ option under the file menu can be used to preview the worksheet.
- a. Page view b. Format view c. Sheet view d. File view
29. The graphic representation of numbers are known as \_\_\_\_\_.
- a. Documents b. Tables c. Charts d. None of these
30. Spreadsheets have \_\_\_\_\_ management capabilities including sorting, selecting and printing out reports.
- a. Documents b. Tables c. Database d. Presentations
31. \_\_\_\_\_ icon is used to insert objects from other application into a worksheet.
- a. b. c. d.
32. \_\_\_\_\_ icon is used to insert applets written in java programming language into a worksheet.
- a. b. c. d.
33. \_\_\_\_\_ icon is used to inserting a formula in the worksheet for performing calculations.
- a. b. c. d.
34. \_\_\_\_\_ icon is used to insert sound or video files into the current worksheet.
- a. b. c. d.
35. \_\_\_\_\_ icon provides to generate a scrolling screen within a worksheet.
- a. b. c. d.
36. How many icons available under the insert object floating tool bar?
- a. 5 b. 3 c. 6 d. 7
37. Star office Calc software is the ability to generate charts based on \_\_\_\_\_.
- a. Date b. Text c. Numeric d. all the above
38. When you click the insert chart option, the cursor become \_\_\_\_\_ sign.
- a. + b. - c. \* d. %
39. In Auto format chart dialog \_\_\_\_\_ box is used to preview the text elements.
- a. Elements show b. Text elements  
c. Show Text elements in preview d. None
40. \_\_\_\_\_ in star office can be used to manage large amount of data.
- a. Documents b. Databases c. Presentations d. Spreadsheets
41. The personal computers appeared in \_\_\_\_\_.
- a. 1975 b. 1977 c. 1979 d. 1976

42. The PC's became more popular when \_\_\_\_\_ and \_\_\_\_\_ invented Visicalc.  
 a. Dan Bricklin, Bon Frankston  
 b. Charles Babbage, Lady Ada  
 c. Von New Ulann, William  
 d. John Ulanchly, Thomas Kurtz
43. Who invented Visicalc for Apple \_\_\_\_\_.  
 a. Dan Bricklin, Bon Frankston  
 b. Charles Babbage, Lady Ada  
 c. Von New Ulann, William  
 d. John Ulanchly, Thomas Kurtz
44. VisiCalc for Apple 2 was invented in the year \_\_\_\_\_.  
 a. 1975  
 b. 1977  
 c. 1979  
 d. 1976
45. The \_\_\_\_\_ was the first electronic spreadsheet.  
 a. Lotus 1-2-3  
 b. Quattropro  
 c. VisiCalc  
 d. Excel
46. \_\_\_\_\_ are made up of rows and columns.  
 a. Spreadsheet  
 b. Document  
 c. Table  
 d. a & c
47. The intersection of the rows and the columns is \_\_\_\_\_.  
 a. Pointer  
 b. Address  
 c. Cell  
 d. Location
48. Any data like numbers, texts or formulas can be typed in a \_\_\_\_\_.  
 a. Row  
 b. Cell  
 c. Columns  
 d. Table
49. \_\_\_\_\_ is used for spreadsheet related one.  
 a. Star office Calc  
 b. Star office Base  
 c. Star office Writer  
 d. Star office Impress
50. Worksheet refers to the files that you create with \_\_\_\_\_.  
 a. Packages  
 b. Database  
 c. Visual Basic  
 d. Spreadsheet software
51. The term spreadsheet refers to \_\_\_\_\_.  
 a. Datasheet  
 b. Software package  
 c. Worksheet  
 d. files
52. \_\_\_\_\_ of the worksheet can be printed in desired format.  
 a. Any part  
 b. Whole  
 c. a or b  
 d. None
53. VisiCalc contains \_\_\_\_\_ columns and \_\_\_\_\_ rows.  
 a. 63, 255  
 b. 64, 254  
 c. 63, 254  
 d. 72, 256
54. VisiCalc was essentially a \_\_\_\_\_ program.  
 a. Tender evaluation  
 b. Cost benefit analysis  
 c. Financial analysis  
 d. Inventory control
55. \_\_\_\_\_ package is used to combine database management and graphics features with its spreadsheet.  
 a. Lotus 1-2-3  
 b. Improve  
 c. VisiCalc  
 d. Excel
56. A \_\_\_\_\_ is like a grid of cells with a programmable calculator attached to each cell.

- a. Worksheet      b. Spreadsheet      c. Cells      d. Rows

57. Which is one of the following is a spreadsheet applications?

- a. Payment of Bills      b. Income tax calculations  
c. Inventory control      d. All of these

58. Worksheet data can be viewed in the form of \_\_\_\_\_.

- a. Table      b. Graphs      c. Charts      d. b or c

59. The worksheet information can be transferred to any \_\_\_\_\_.

- a. Database      b. Picture      c. word processing software      d. a or c

60. Visible calculator developed for \_\_\_\_\_.

- a. Micro      b. Mini      c. Mainframe      d. All of these

61. Lotus Development Corporation introduced \_\_\_\_\_.

- a. Lotus 1-2-3      b. Improve      c. Star office Calc      d. Visicalc

62. Microsoft corporation introduced \_\_\_\_\_.

- a. Excel      b. Lotus 1-2-3      c. VisiCalc      d. Improve

63. Improve from \_\_\_\_\_.

- a. Lotus Development Corporation      b. Lotus Corporation  
c. Microsoft      d. a & b

64. Borland International introduced \_\_\_\_\_.

- a. Quattro Pro      b. Star office Calc      c. Excel      d. VisiCalc

65. \_\_\_\_\_ is a powerful spreadsheet program included in Star office.

- a. Star office Calc      b. Star office base  
c. Star office Writer      d. star office Impress

66. \_\_\_\_\_ offers all the functions needed for business use, including various financial and statistical functions.

- a. Star office Calc      b. Star office Base  
c. Star office Writer      d. Star office Impress

67. \_\_\_\_\_ have shortcut icons for frequently done tasks in worksheet window.

- a. Function bar & Object bar      b. Status bar      c. Menu bar      d. Scroll bar

68. The cell pointer is \_\_\_\_\_.

- a. Mouse pointer      b. Rectangular box  
c. Yellow triangle      d. Insertion point

69. \_\_\_\_\_ bar is used to displays the current cell and its contents.

- a. Function      b. Object      c. Status      d. Formula

70. The item used to identify the active cell in star office calc is \_\_\_\_\_.

- a. Cell pointer                      b. Active pointer                      c. Cell                      d. Column
71. Whenever you open the worksheet the cell pointer is always in cell \_\_\_\_\_.
- a. B1                      b. C1                      c. D1                      d. A1
72. If the data entered in worksheet is word the program recognizes it as a \_\_\_\_\_.
- a. Text                      b. Number                      c. Label                      d. Integer
73. The format for entering time is \_\_\_\_\_.
- a. SS:MM:HH                      b. MM:SS:HH                      c. HH:MM:SS                      d. MM:HH:SS
74. The format for entering date is \_\_\_\_\_.
- a. DD/YY/MM                      b. MM/DD/YY                      c. YY/DD/MM                      d. None of these
75. Below the formula bar lies \_\_\_\_\_.
- a. Row heading of the worksheet                      b. Column heading of the worksheet
- c. Data area                      d. Menu bar
76. Star office calc generates charts on the basis of \_\_\_\_\_.
- a. Numeric data                      b. Text                      c. Document                      d. Application
77. \_\_\_\_\_ command is used to save the worksheet.
- a. File → Save                      b. File → Save as                      c. a or b                      d. None
78. \_\_\_\_\_ key is used to edit the cell contents.
- a. F2                      b. F3                      c. F4                      d. F1
79. \_\_\_\_\_ describes the format of specifying a formula.
- a. Syntax                      b. Operator                      c. Formula                      d. Constant
80. The formula mostly begins with \_\_\_\_\_.
- a. =                      b. ?                      c. &                      d. ;
81. \_\_\_\_\_ operators returns numerical results.
- a. Arithmetic                      b. Comparative                      c. Text                      d. Reference
82. \_\_\_\_\_ operators returns either true or false.
- a. Arithmetic                      b. Comparative                      c. Text                      d. Reference
83. \_\_\_\_\_ operators combines sections of text to the entire text.
- a. Arithmetic                      b. Comparative                      c. Text                      d. Reference
84. \_\_\_\_\_ operators combines areas.
- a. Arithmetic                      b. Comparative                      c. Text                      d. Reference
85. \_\_\_\_\_ and \_\_\_\_\_ operation are called reference operators.
- a. :, !                      b. ;, +                      c. !, =                      d. /, =
86. A continuous group of cells in a worksheet is called as \_\_\_\_\_.
- a. Range                      b. Reference                      c. Row                      d. Column
87. The cells are addressed in terms of \_\_\_\_\_.

- a. Rows                      b. column                      c. Row labels                      d. Row and column labels
88. In a spreadsheet the rows are numbered from \_\_\_\_\_ in star office calc.  
a. 1 to 16,000                      b. 1 to 32,000                      c. 1 to 18,000                      d. 1 to 3200
89. Which one of the following operation is executed first in mathematics?  
a. Addition                      b. Subtraction                      c. Exponentiation                      d. Multiplication
90. Which one of the following is a text operator?  
a. <>                      b. &                      c. ^                      d. \*
91. Which of the following formula to add few number in cell A3 with number in cell A4?  
a. Sum (A3+A4)                      b. =sum (A3:A4)                      c. sum (A3:A4)                      d. =Add (A3:A4)
92. In star office calc which special character is used for absolute cell referencing?  
a. \*                      b. =                      c. &                      d. \$
93. The operator ^ (caret) is used for \_\_\_\_\_.  
a. Division                      b. Multiplication  
c. Exponentiation                      d. Multiplication
94. The option under the File menu to close the worksheet is \_\_\_\_\_.  
a. Exit                      b. Delete                      c. Open                      d. Close
95. The default type of cell addressing used by star office calc is \_\_\_\_\_.  
a. Absolute                      b. Relative                      c. Range                      d. Function
96. The symbol for less than or equal to is \_\_\_\_\_.  
a. >=                      b. <=                      c. <>                      d. >>
97. What type of cell addressing is \$c\$4 this?  
a. Absolute cell addressing                      b. Relative cell addressing  
c. Primitive cell addressing                      d. Cell referencing
98. The reference operator that is used to join the text is \_\_\_\_\_.  
a. !                      b. ,                      c. ;                      d. &
99. The operator that is used to join the text is \_\_\_\_\_.  
a. \$                      b. &                      c. ;                      d. +
100. Which one of the following is not a spreadsheet program.  
a. Excel                      b. Lotus amipro                      c. Improve                      d. Quattro pro
101. The command that is used to generate series of data directly from values of the selected cells is \_\_\_\_\_.  
a. Create                      b. Fill                      c. Down                      d. Up
102. Below the menu bar on the window is the \_\_\_\_\_.  
a. Status bar                      b. Scroll bar                      c. Function bar                      d. Menu tool bar

103. To generate a series we select \_\_\_\_\_.
- a. Edit → fill → down  
b. Edit → fill → up  
c. Edit → fill → series  
d. Edit → fill
104. To select a group of cells \_\_\_\_\_.
- a. Click on the first cell  
b. Click on the first cell and drag till the last  
c. Click on the first & last cell  
d. Click on the last cell
105. Which command is used to generate a series of data directly from the values of the selected cells.
- a. Row fill  
b. Range fill  
c. Auto fill  
d. Fill
106. The cell address that does not change when copied is \_\_\_\_\_.
- a. Relative  
b. Printer  
c. Absolute  
d. All the above
107. Which appears on the formula bar while editing data in a worksheet?
- a. Vertical beam  
b. Vertical cursor  
c. Horizontal cursor  
d. Horizontal beam
108. Which feature is used to enter the same formula or data in various cells?
- a. Fill series  
b. Fill  
c. Copy icon  
d. Automatic fill
109. A spreadsheet sometimes is called as \_\_\_\_\_.
- a. Cells  
b. Notebook pages  
c. Worksheets  
d. Menus
110. \_\_\_\_\_ file created with spreadsheet is called a worksheet
- a. Data  
b. Worksheet  
c. Formula  
d. Function
111. \_\_\_\_\_ are the process of creating a worksheet.
- a. Entries data  
b. Editing  
c. Adding charts  
d. All the above
112. How many types of cell referencing?
- a. 2  
b. 3  
c. 4  
d. 5
113. \_\_\_\_\_ program is used to calculate and analyse sets of numbers.
- a. Worksheet  
b. Spreadsheet  
c. Star office calc  
d. All the above
114. Absolute cell address by using the sign in front of \_\_\_\_\_ names.
- a. Row  
b. Column  
c. Cell  
d. a & b
115. \_\_\_\_\_ has wide variety of functions that allow to perform several frequently done calculations.
- a. Star office base  
b. Star office calc  
c. Star office impress  
d. Star office writer
116. \_\_\_\_\_ are predefined formulae that are available in star office calc.



- a. Functions    b. Operators    c. Variables    d. Range
117. \_\_\_\_\_ command is used to open function wizard dialog box.  
a. Insert → Function    b. Format → function    c. Insert → objects    d. None
118. \_\_\_\_\_ icon on the formula bar can also be used to select and insert functions.  
a. \_\_\_\_\_    b. \_\_\_\_\_    c. \_\_\_\_\_    d. \_\_\_\_\_
119. \_\_\_\_\_ function returns the square root of a number.  
a. SQRT()    b. SQR()    c. SQT()    d. SRT()
120. The formula to add the number in cell A3 with the number in cell A4 is \_\_\_\_\_.  
a. Sum(A3+A4)    b. =sum(A3:A4)    c. sum(A3:A4)    d. =avg(A3:A4)
121. The syntax of the formula begins with \_\_\_\_\_.  
a. +    b. -    c. =    d. ^
122. The function that calculates the sum of a given set of number is \_\_\_\_\_.  
a. Sum()    b. average()    c. sum icon    d. a or c
123. Which menu is used to select functions?  
a. File    b. Insert    c. View    d. format
124. In which menu categories of mathematical functions are listed?  
a. File    b. Edit    c. Insert    d. Categories pull-down
125. In spreadsheets \_\_\_\_\_ calculations become very simple.  
a. Number    b. Text    c. Date    d. Time
126. \_\_\_\_\_ formula is used to calculate the difference between two dates  
a. =second cell – first cell    b. =first cell – second cell  
c. (first cell – second cell)    d. ?(first cell – second cell)
127. How will you delete the contents of a selected cell or range?  
a. Edit → Delete contents    b. Edit → Erase all  
c. Edit → Remove all    d. Edit → Remove
128. To format the data in a cell, click \_\_\_\_\_.  
a. Edit → Cells    b. Tools → Cells    c. Format → Cells    d. Insert → Cells
129. To change the column width we use \_\_\_\_\_.  
a. Format → column → width    b. Edit → width → column  
c. Column → format → width    d. Width → column → format
130.  $\Sigma$  represents \_\_\_\_\_.  
a. Summation    b. Difference    c. Average    d. Equal to
131. The functions are available in star office calc in the pull-down menu of \_\_\_\_\_.

- a. Function wizard window  
c. function autocorrect window
- b. Function auto format window  
d. Function autopilot query window
132. \_\_\_\_\_ function is the most commonly used function.  
a. Average()                      b. Sum( )                      c. Sum icon                      d. a & c
133. Star office calc provides you with several formatting options for formatting \_\_\_\_\_.  
a. Date                      b. Time                      c. Number                      d. Text
134. In spreadsheets \_\_\_\_\_ icon is used to display data in bold.  
a.                      b.                      c.                      d.
135. In spreadsheets \_\_\_\_\_ icon is used to display data in italics.  
a.                      b.                      c.                      d.
136. In spreadsheets \_\_\_\_\_ icon is used to display data in underline.  
a.                      b.                      c.                      d.
137. In spreadsheets \_\_\_\_\_ icon is used to change font styles.  
a.                      b.                      c.                      d.
138. In spreadsheets \_\_\_\_\_ icon is used to change the font size of the data.  
a.                      b.                      c.                      d.
139. In spreadsheets \_\_\_\_\_ icon is used to display the contents of the selected cells in currency format.  
a.                      b.                      c.                      d.
140. In spreadsheets \_\_\_\_\_ icon is used to display the current contents in percentage format.  
a.                      b.                      c.                      d.
141. In spreadsheets \_\_\_\_\_ icon is used to display the contents of the selected cells in default format.  
a.                      b.                      c.                      d.
142. In spreadsheets \_\_\_\_\_ are used to increase or decrease the number of decimal digits.  
a.                      b.                      c.                      d.
143. In format cells dialog box, \_\_\_tab can be used for changing the format of numbers.  
a. Numbers                      b. Font                      c. Alignment                      d. Borders
144. In format cells dialog box, \_\_\_\_\_tab can be used to change the alignment of data in cells.  
a. Numbers                      b. Font                      c. Alignment                      d. Borders
145. In format cells dialog box, \_\_\_\_\_tab can be used for changing the font styles.

- a. Numbers                      b. Font                      c. Alignment                      d. Borders
146. In format cells dialog box, \_\_\_\_\_ tab can be used for changing border styles.  
a. Numbers                      b. Font                      c. Alignment                      d. Borders
147. \_\_\_\_\_ facility of star office calc helps to format the worksheet with different predefined styles and colours.  
a. Auto correct sheet      b. Auto format sheet      c. Format sheet      d. All of these
148. \_\_\_\_\_ option is used to open auto format dialog box.  
a. Format → auto format                      b. Insert → object → format  
c. Tools → auto sheet                      d. View → auto sheet
149. To change the row height we use \_\_\_\_\_.  
a. Format → row → height                      b. Edit → height → row  
c. Row → format → height                      d. Height → row → format
150. How many methods are used to change column width & row height?  
a. 2                      b. 4                      c. 1                      d. 0
151. \_\_\_\_\_ is the default value in row height.  
a. 0.12”                      b. 0.18”                      c. 0.16”                      d. 0.12”
152. \_\_\_\_\_ allows you to insert one or more cells, rows and columns.  
a. Star office writer                      b. Star office calc  
c. Star office impress                      d. Star office base
153. How many icons available in insert cells toolbar?  
a. 2                      b. 4                      c. 1                      d. 0
154. Which option is used to enable insert cells floating toolbar?  
a. View → toolbar → insert cell                      b. Insert → insert cell  
c. View → insert cell → toolbar                      d. a & c
155. Which icon is used to insert cells down?  
a.                      b.                      c.                      d.
156. Which icon is used to insert cells right?  
a.                      b.                      c.                      d.
157. Which icon is used to insert rows?  
a.                      b.                      c.                      d.
158. Which icon is used to insert columns?  
a.                      b.                      c.                      d.
159. \_\_\_\_\_ is used to shift the content of a cell to the right and to create an empty cell.  
a.                      b.                      c.                      d.

160. \_\_\_\_\_ specifies the contents to be deleted from a cell or cell range.  
a. Delete all      b. Delete contents      c. Formulas      d. Objects
161. \_\_\_\_\_ command is used to delete an entire row.  
a. Edit → delete cells → delete entire row  
b. Edit → delete contents → delete entire rows  
c. Format → delete entire row  
d. Insert → rows → delete
162. \_\_\_\_\_ in the worksheet can be formatted in bold, italics and underlined.  
a. Data      b. Formula      c. Operator      d. All the above
163. \_\_\_ can be formatted as currency, percents and displayed with or without decimals.  
a. Numbers      b. Text      c. Date      d. Time
164. \_\_\_\_\_ fills the resulting space by the cells to the right of the deleted cells.  
a. Shift cells left      b. Shift cells up  
c. Delete entire row(s)      d. Delete entire column(s)

BETHEL MAT HSS ANDUR