

CIT101 tma3 List of Questions

Latex formatted questions may not properly render

Q1 Legend is used ---

- ☐ to identify each series
- ☐ to identify each series in a chart
- ☐ to identify each series in a pie
- ☐ to draw each series in a chart

Q2 With Print Preview we ---

- ☐ view
- ☐ view printouts on screen
- ☐ view printouts
- ☐ view on screen

Q3 A selection chart is based on ---

- ☐ the type of data one is charting
- ☐ the type one is charting
- ☐ charting
- ☐ parameters

Q4 An embedded chart is moved ---

- ☐ by painting
- ☐ by dropping
- ☐ by the wizard
- ☐ by dragging

Q5 What does a Chart Wizard feature do?

- ☐ leads one through a step-by-step process
- ☐ leads one through a step-by-step process to create a chart
- ☐ leads one through a process to create a chart
- ☐ leads one through a step-by-step process of a chart

Q6 A data marker ---

- ☐ charts symbol that represents a single data point
- ☐ represents a single data point
- ☐ charts symbol that represents data points
- ☐ charts a single data point

Q7 In addition to its worksheet capabilities, Excel can ---

- ☐ workbook capabilities

- ☐ create charts
- ☐ create other sheets
- ☐ create representations

Q8 When the total number of characters of numeric data is greater than the column width of a cell --- are displayed

- ☐ plain symbols
- ☐ dot symbols
- ☐ hash symbols
- ☐ dash symbols

Q9 The default alignment for text entries is ---

- ☐ downward
- ☐ right
- ☐ upward
- ☐ left

Q10 A range of cells is selected by --- methods

- ☐ two
- ☐ three
- ☐ four
- ☐ five

Q11 ◆?◆ are the instructions that you enter to perform calculations

- ☐ Arguments
- ☐ Formulas
- ☐ Mathematics
- ☐ Calculus

Q12 By default, numbers are displayed --- aligned as you type them into a cell

- ☐ right
- ☐ left
- ☐ backward
- ☐ forward

Q13 Until it is saved, a workbook exists only in

- ☐ computer ROM
- ☐ computer
- ☐ computer memory
- ☐ computer archive

Q14 A workbook is made

- ☐ worksheet
- ☒ worksheets
- ☐ workbooks
- ☐ sheet

Q15 Automatic spell check ---

- ☒ informs you of spelling errors as you type
- ☐ informs you of spelling errors
- ☐ informs you of errors as you type
- ☐ informs you of spelling errors as you finish

Q16 In respect to alignment, justify means

- ☐ lines of text are aligned along either the left and right indents
- ☒ lines of text are aligned along both the left and right indents
- ☐ lines of text are aligned along the left indent
- ☐ lines of text are aligned along both the right indent

Q17 What do we use to change the appearance and positioning of text in Word?

- ☐ Indenting
- ☐ Scaling
- ☒ Formatting
- ☐ Re-appearance

Q18 Some formatting buttons are toggles, that is, the same button is used to turn a formatting feature --- and "off"

- ☐ "down"
- ☒ "on"
- ☐ "sideways"
- ☐ "up"

Q19 In Word, what does the overtype mode do?

- ☐ Inserts a character at a time
- ☐ Moves a character one by one
- ☐ Pushes character by character
- ☒ Replaces existing text one character at a time

Q20 In Windows, clipboard ---

- ☒ provides a temporary storage area
- ☐ provides a temporary area
- ☐ provides a storage area
- ☐ an area in memory