

Satish Chandra Memorial School

Class - VII

CLASS TEST- 2

Subject - Computer

Topic - Advanced Features in Excel

Marks - 10

Duration - 20 Minutes

General Instructions: Write date, Class test -1, Question and Answer with option number only.
All questions are compulsory. Each question carries 1 mark

Choose the correct option for the following:

- I. This function takes three arguments into consideration. Name the function.
 - a. SUM()
 - b. AVERAGE ()
 - c. IF ()
 - d. PRODUCT()
- II. "I am a feature of viewing rows of data suiting a specified selection criterion." Who am I?
 - a. custom sorting
 - b. filtering data
 - c. conditional formatting
 - d. sorting
- III. The IF() function allows us to check a _____&_____based on the result.
 - a. action, recognition
 - b. condition ,action
 - c. direction ,action
 - d. direction ,condition
- IV. What is the short-cut key combination is used for filtering?
 - a. shift + ctrl + l
 - b. Ctrl+shift+l
 - c. L+ctrl+shift
 - d. L+shift+ctrl
- V. The physical arrangement of data in ascending or descending order is called _____.
 - a. custom sorting
 - b. sorting
 - c. filtering
 - d. conditional formatting
- VI. Which box provides a condition that evaluates to be true or false?
 - a. Logical test
 - b. Sort
 - c. Filter
 - d. Home
- VII. IF() is a _____ function.
 - a. Statistical
 - b. Arithmetic
 - c. Math & Trig
 - d. Logical
- VIII. Which function is used to calculate the total of a given set of values?
 - a. Product()
 - b. Count()
 - c. Sum()
 - d. If()
- IX. In which tab is the "logical test" option present?
 - a. Home
 - b. File
 - c. Insert
 - d. Formulas
- X. What is the first symbol given in a Formula/Function?
 - a. =
 - b. \$
 - c. &
 - d. %