Student Name:				Roll No:		Date: / /	
سوچ بدلیں،معاشرہ بدلیں	Class: 1st Year			Ch#9		مثبت سوچیں، خوش رہیں	
T- Marks - 40	Subject: Computer			Time: 45 - M		Obtained -Marks:	

Objective Type

Q#1		Encircle the Correct Option				10X1=10	

1) Which of the following is a spreadsheet software?

a	LOTOUS123	b	MS Excel	c	Both	d	None

2) Another name for an electronic spreadsheet is:

a	Workbook	b	Worksheet	C	Database	d	Document

3) The extension of MS Excel files.

a	Word	b	Xls	c	Jpg	d	Doc

4) Spreadsheet is a grid of

a	Row	B	Column	c	Formula	d	Location

5) Each cell in a spreadsheet has unique

a	Row	b	Column	c	Address	d	Both a and b

6) Main window in spread sheet is called:

a	Workbook	b	Work	c	Account book	d	Worksheet

7) A preprogrammed formula

a	Function	b	Graph	c	Range	d	Cell

8) No of argument function are:

a	Two	b	One	c	Equal to range	d	Equal to column

9) Which term is used for a predefined computational task in spreadsheet program?

a	Result	b	Function	c	Math operator	d	Range

10) Graphic representation of data is called

a	Graphics	b	Picture	c	Chart	d	Figure

Q # 2	Short Questions	10 X2 = 20

1) Define spreadsheet

2) Write the basic feature of spreadsheet software

3) What is cell?

4) What is cell range?

5) Define functions in excel.

6) Name different parts of functions with examples.

7) Define function arguments.

8) Why are parentheses important in formula?

9) Write any five functions of spreadsheet.

10) What is a chart?

Q # 3	Long Questions	2 X 5 = 10

1) Discuss the basic feature of spreadsheet software?

2) Differentiate between Relative & Absolute referencing?