


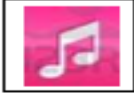








**Sangam SKM College- Nadi**  
**Year 11**  
**Office Technology**  
**Worksheet 4**

**Questions**

1.State the long form of the following

- |            |          |
|------------|----------|
| a. WWW     | f. LAN   |
| b. ISP     | g. HTTP  |
| c. URL     | h. Wi Fi |
| d. ARPANET | i. TLD   |
| e. SMS     | j. IM    |

2. Labelling the icon

	icon	label		icon	label
1			6		
2			7		
3			8		
4			9		
5			10		

3. Multiple Choice

1. The Excel file that stores data is a  
A. Worksheet  
B. Workbook  
C. workspace  
D. workgroup
  
2. To display more or less information in a cell, you can adjust the \_\_\_\_\_.  
A. Column letter  
B. Column width  
C. Row depth  
D. Row number.
  
3. The type of data that consists of text, titles and letters are called  
A. Formulas  
B. Functions  
C. Values  
D. Labels
  
4. Which of the following is a properly entered Excel formula?  
A. =B1+C1+D1  
B. =1B+1C+1D  
C. B1+C1+D1  
D. 1B+1C+1D
  
5. Before creating a chart, you must first \_\_\_\_\_ the data that is to be illustrated in the chart.  
A. Style  
B. Calculate  
C. select  
D. hide