

# IT Aug 19

1. Which of the following cannot be used to close the Word application?
  - 1) ALT+F4
  - 2) File-> Close
  - 3) File-> Exit
  - 4) X button in the word window
  - 5) None of these**
2. Excel workbook contains
  - 1) workbooks
  - 2) worksheets**
  - 3) worksheets and charts
  - 4) work areas
  - 5) All of these
3. Consolidate option does not offer \_\_\_\_\_ function.
  - 1) AVERAGE
  - 2) MAX
  - 3) PMT**
  - 4) SUM
  - 5) StDev
4. To see first row and first column in an excel sheet at all times even if you scroll till the end of the sheet
  - 1) use workbook views feature.
  - 2) use switch windows feature.
  - 3) use freeze panes feature.**
  - 4) use freeze row and freeze column option.
  - 5) use headings.
5. NOW returns
  - 1) Current date
  - 2) Current time
  - 3) Current year
  - 4) Current date and time**
  - 5) Current month