

**St Margaret's School**  
**Examination Paper**  
**Computer Studies**  
**Nicholas Yong**

**Section (A) Multiple Choice -- (10%)**

1. What is the name of the company that makes our spreadsheet software?
  - a) Mozilla
  - b) Microsoft
  - c) Novell
  - d) Netscape
2. What do we call one long section on a spreadsheet that runs from top to bottom?
  - a) Cell
  - b) Column
  - c) Line
  - d) Row
3. What format is this piece of data? 321 Withers St. Apt. 15
  - a) Address
  - b) Currency
  - c) Number
  - d) Text
4. When we click on the symbol " $\Sigma$ " what happens?
  - a) It automatically adds a column or row.
  - b) It subtracts the numbers in the row.
  - c) It multiplies the numbers.
  - d) It divides.
5. What format is this piece of data? 903-844-1212
  - a) Text
  - b) Number
  - c) Currency
  - d) Phone Number
6. In Excel, a formula always begins with this:
  - a) ( )
  - b) +
  - c) =
  - d) SUM
7. Which word means that we are going to be adding?
  - a) Add
  - b) Equal
  - c) Range
  - d) Sum
8. Which symbol do you click to arrange a group of cells in ascending order?
  - a)
  - b)
  - c)
  - d)

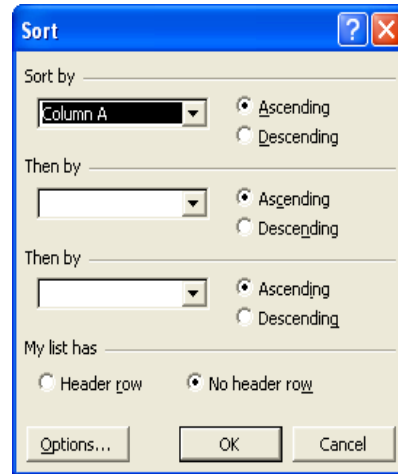
9. Which of the buttons below you click to check your worksheet layout prior to printing?
- - 
  - 
  -
10. Click on this button will print which of the followings?
- The whole workbook
  - The current worksheet
  - The selected cells in the worksheet
  - It prompt the user for pages to print

**Section (B) Short Answers -- (30%)**

1. Draw a picture of each of the **two** “tools” provided by Microsoft Excel and very briefly explain what each does. (One word for each is sufficient.) (2 marks)
- \_\_\_\_\_
  - \_\_\_\_\_
2. Name **two** “auto” functions that Excel provides and what does each of them do for Excel spreadsheet users? (2 marks)
- \_\_\_\_\_
  - \_\_\_\_\_
3. To arrange the following Sports name list to ascending order according to their Houses and Classes, what columns should be selected in the Sort box? (2 marks)

- Sort By: \_\_\_\_\_
- Then By: \_\_\_\_\_

	A	B	C
1	<b>Sports Name List</b>		
2	Class	Name	House
3	Form 1	Nichols	Red
4	Form 1	Mary	Green
5	Form 2	Caroline Yong	Yellow
6	Form 1	William	Red
7	Form 2	Adam	Yellow
8	Form 2	Caroline Tan	Yellow
9	Form 1	Alan	Red



4. Briefly explain how do you arrange the heading **Sports Name List** above to align center across the 3 columns? (2 marks)

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5. Below shows the marks obtained by Caroline Yong, write down the formulas used to calculate the **Total marks** and the **Average** of the subjects. (2 marks)

a) Total Marks: \_\_\_\_\_  
 b) Average : \_\_\_\_\_

	A	B	C
1	<b>Caroline Yong</b>		
2	<b>Subject</b>	<b>Marks</b>	
3	Malay	70	
4	English	65	
5	Maths	88	
6	Science	76	
7			
8	Total Marks	299	
9	Average	74.75	
10			

**Section C Structured Questions -- (60%)**

1. Study the following worksheet and answer the questions follows:

	A	B	C	D	E	F	G	H	I
1		<b>Bill for Items and Installation</b>							
2									
3									
4		<b>Fixture</b>	<b>Price</b>	<b>Qty.</b>	<b>Subtotal</b>	<b>Tax (5%)</b>	<b>Totals</b>		
5		Office Chair	\$45.00	4					
6		Computer Desk	\$87.89	3					
7		DVD disc	\$33.29	2					
8		Wireless Mouse	\$19.11	1					
9						<b>Subtotal:</b>			
10									
11						<b>Installation:</b>	\$650.00		
12									
13						<b>Total Bill:</b>			
14									
15									
16		<b>Thank you for shopping at Grist Mart!</b>							
17									

- a) Briefly explain the steps to insert a picture as shown.

\_\_\_\_\_ (3 marks)

- b) Write down the formulas for:

Subtotal: \_\_\_\_\_

Tax Payable: \_\_\_\_\_

Total Bill: \_\_\_\_\_ (3 marks)

- c) Name the buttons above as indicated by arrows which used to format the worksheet:

A) \_\_\_\_\_ C) \_\_\_\_\_

B) \_\_\_\_\_ D) \_\_\_\_\_ (4 marks)