G.C.E. O/L Grade 10 ICT · Lesson 7

Lesson 7 O/L Exam Practice: Questions and Answers

These questions are in the style of the O/L ICT exam. Paper I has multiple choice questions. Paper II has structured questions with parts, model answers and marking points. They cover all of Lesson 7 (7.1 to 7.7): spreadsheet software and the GUI, cells, ranges and data entry, formulas and operator precedence, the functions SUM, AVERAGE, MAX, MIN and COUNT, formatting, relative and absolute references, and charts. Try them first, then check the answers.

Paper I – Multiple choice questions (25)

1. Which of the following is spreadsheet software?

A. Windows 11
B. LibreOffice Calc
C. Google Docs
D. LibreOffice Writer

2. The box that shows the address of the active cell is the

A. Status bar
B. Formula bar
C. Name Box
D. Sheet tab

3. The default file extension of a Calc workbook is

A. .odt
B. .xlsx
C. .csv
D. .ods

4. How many cells are in the range B2:D6?

A. 12
B. 15
C. 8
D. 20

5. Which entry is a formula?

A. =B2+C2
B. 245
C. B2+C2
D. Total

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6. =2+3*4 gives

A. 20

B. 9

C. 14

D. 24

7. =(8-2)/2^2 gives

A. 1.5

B. 6

C. 0.75

D. 9

8. =10+6*2^2/3 gives

A. 12

B. 26

C. 74.67

D. 18

9. A cell shows #DIV/0!. The cause is

A. A misspelt function

B. Dividing by zero or an empty cell

C. Text in a formula

D. The column is too narrow

10. =SUMM(B2:B6) shows

A. ####

B. #DIV/0!

C. #NAME?

D. #VALUE!

11. Sinhala marks B2:B6 are 72, 88, 54, 67, 81. =SUM(B2:B6) is

A. 72.4

B. 372

C. 352

D. 362

12. For the same marks =AVERAGE(B2:B6) is

A. 72.4

B. 72

C. 90.5

D. 71

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13. For the same marks =MAX(B2:B6)-MIN(B2:B6) is

A. 88

B. 27

C. 34

D. 16

14. C2:C6 contains 65, 91, 47, ab, 76. =COUNT(C2:C6) is

A. 5

B. 4

C. 3

D. 279

15. For the same cells =COUNTA(C2:C6) is

A. 4

B. 0

C. 5

D. 1

16. 72.4 formatted with 2 decimal places is shown as

A. 7240

B. 72.04

C. 72

D. 72.40

17. 0.125 in percentage format with 1 decimal place shows

A. 1.25%

B. 125%

C. 0.1%

D. 12.5%

18. Joining A1:F1 into one cell with the title centred uses

A. Justify

B. Merge & Centre

C. Wrap Text

D. Format Painter

19. =B2*C2 in D2 is copied to D5. D5 contains

A. =B5*C5

B. =E5*F5

C. =B2*C2

D. =B5*C2

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20. =D2*F1 in E2 is copied to E3. E3 contains

A. =D2*F1
B. =D3*F1
C. =D3*F2
D. =E3*G1

21. Which is a mixed reference?

A. A$1
B. A1
C. A1:A5
D. A1

22. In MS Excel, pressing F4 once on B3 while editing gives

A. B3
B. B3
C. $B3
D. B$3

23. The best chart to show how a family's monthly income is spent is

A. Line chart
B. Bar chart with time
C. Pie chart
D. Scatter chart

24. The best chart to show Colombo rainfall from January to June as a trend is

A. No chart
B. Pie chart
C. Doughnut chart
D. Line chart

25. The part of a chart that names each data series is the

A. Legend
B. Axis title
C. Chart title
D. Gridline

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Paper II – Structured questions

1. Spreadsheet software and its window. *(10 marks)*

(i) Define a spreadsheet and name two examples. *(3 marks)*
(ii) Label five parts of the window shown. *(5 marks)*
(iii) Distinguish a workbook and a worksheet. *(2 marks)*

2. Cells, ranges and data. *(6 marks)*

(i) How many cells are in A1:C5? Show the working. *(2 marks)*
(ii) Classify as label, value or formula: Nimal, 245, =SUM(B2:B7). *(3 marks)*
(iii) What does dragging the fill handle from a cell containing Jan do? *(1 marks)*

3. Formulas and precedence. *(7 marks)*

(i) Evaluate =10+6*2^2/3 showing each step. *(3 marks)*
(ii) Add brackets to =2+3*4 so that it gives 20. *(1 marks)*
(iii) State the cause of: (i) #DIV/0! (ii) #VALUE! (iii) ####. *(3 marks)*

4. Functions on a mark sheet. *(7 marks)*

(i) Write a function for Sara's total in B3:E3 (88, 91, 79, 95) and its result. *(2 marks)*
(ii) Write a function for her average and its result. *(2 marks)*
(iii) Maths C2:C6 is 65, 91, 47, ab, 76. Give COUNT, COUNTA and AVERAGE of C2:C6. *(3 marks)*

5. Formatting. *(6 marks)*

(i) Name four alignment options. *(2 marks)*
(ii) Show how 1090 appears in Rs. currency format and 0.05 in percentage format. *(2 marks)*
(iii) Does Decrease Decimal change the value used in calculations? Explain. *(2 marks)*

6. Shop bill: relative and absolute references. *(8 marks)*

(i) D2 has =B2*C2. Give the formulas and results in D3 to D5 after copying. *(3 marks)*
(ii) F1 holds 0.05. Write E2 to calculate the 5% discount so it can be copied to E5, and give E2 to E5. *(3 marks)*
(iii) Total D6 = 1090 and total discount E6 = 54.5. Write a formula for the net amount and its result. *(2 marks)*

7. Charts. *(8 marks)*

(i) Rainfall B2:B7 is 58, 73, 128, 245, 392, 184. Give the total, average and highest. *(3 marks)*
(ii) Which chart best shows this trend? Name four elements you should add. *(3 marks)*
(iii) Why should a student check a chart suggested by Copilot or Analyze Data? *(2 marks)*

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Exam tips

- Every formula starts with =.
- Cell address = column letter + row number.
- Cells in a range = columns × rows.
- Precedence: ( ), ^, * /, + −.
- Use * for multiply, not x.
- COUNT counts numbers; COUNTA counts non-empty cells.
- AVERAGE ignores empty and text cells.
- #DIV/0! divide by 0; #VALUE! text; #NAME? spelling; #### narrow column.
- Formatting changes the look, not the value.
- Relative refs move when copied; F1 stays fixed.
- F4 (Shift+F4 in Calc) toggles $.
- Line = trend, pie = parts, column/bar = compare.

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Answers and explanations

Paper I

1. **B** – Calc is the spreadsheet.
2. **C** – Name Box.
3. **D** – OpenDocument Spreadsheet.
4. **B** – 3 columns × 5 rows.
5. **A** – Starts with =.
6. **C** – * before +.
7. **A** – Brackets, ^, then /.
8. **D** – 2^2=4, 6*4=24, 24/3=8, 10+8.
9. **B** – Division by 0.
10. **C** – Unknown name.
11. **D** – Add all.
12. **A** – 362 ÷ 5.
13. **C** – 88 − 54.
14. **B** – Numbers only.
15. **C** – All non-empty.
16. **D** – Adds 0.
17. **D** – × 100.
18. **B** – Merge & Centre.
19. **A** – Rows +3.
20. **B** – F1 fixed.
21. **A** – Row fixed only.
22. **A** – Absolute first.
23. **C** – Parts of a whole.
24. **D** – Trend over time.
25. **A** – Legend.

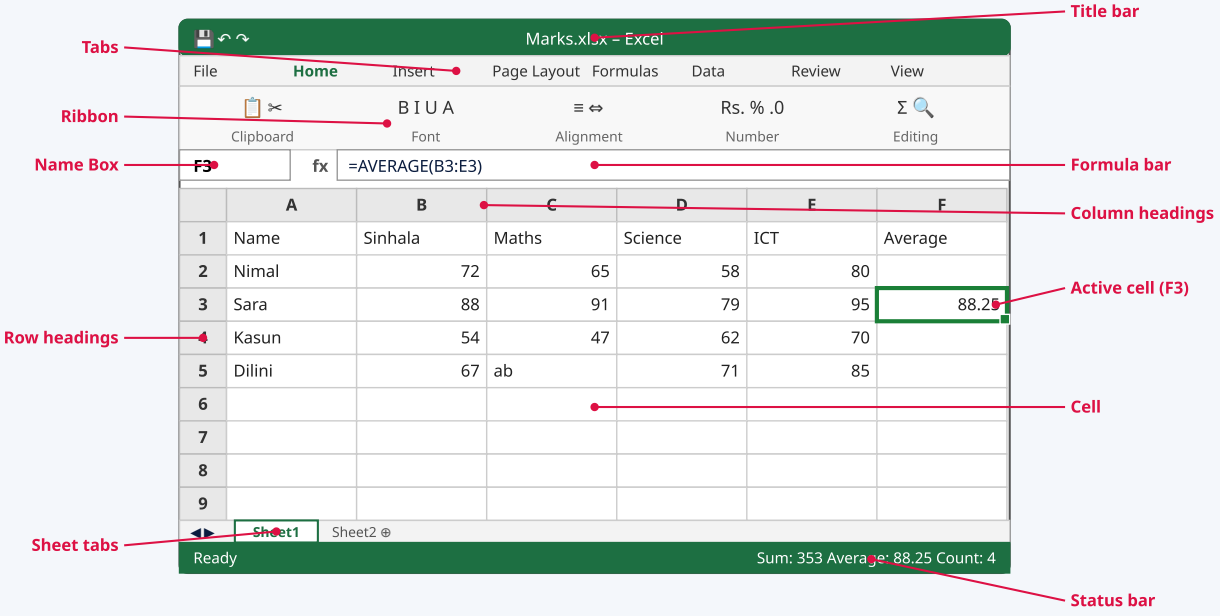
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Paper II – model answers and marking points

1. *(10 marks)*

(i) (3 marks)
Application software that stores data in rows and columns and calculates with formulas (1); MS Excel, LibreOffice Calc, Google Sheets (1+1).

(ii) (5 marks)
Any five: ribbon/tabs, Name Box, formula bar, column headings, row headings, active cell, sheet tabs, status bar (1 each).



	A	B	C	D	E	F
1	Name	Sinhala	Maths	Science	ICT	Average
2	Nimal	72	65	58	80	
3	Sara	88	91	79	95	88.25
4	Kasun	54	47	62	70	
5	Dilini	67	ab	71	85	
6						
7						
8						
9						

Model answer

(iii) (2 marks)
A workbook is the whole file (1); a worksheet is one sheet/tab inside it (1).

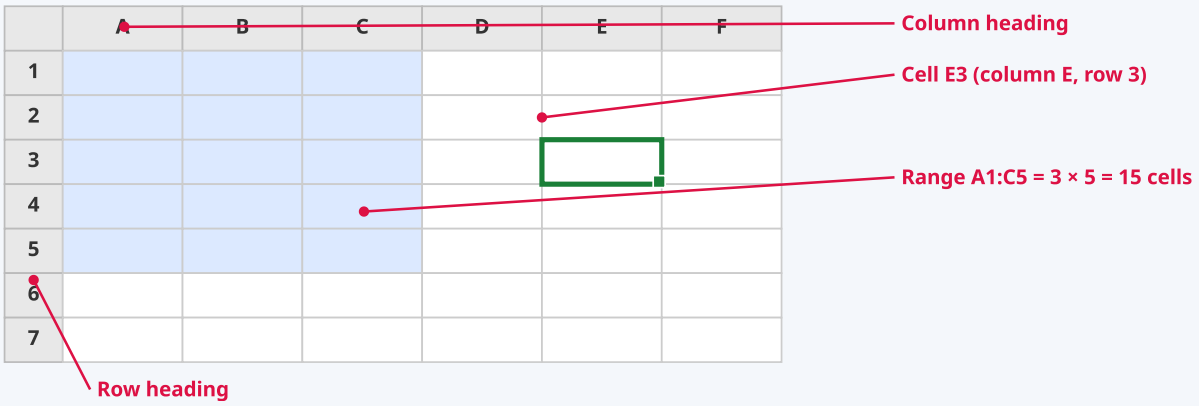
🎯 Examiner tip: the Name Box shows the address; the formula bar shows the contents.

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2. *(6 marks)*

(i) (2 marks)

3 columns × 5 rows (1) = 15 (1).



Model answer

(ii) (3 marks)

Label, value, formula (1 each).

(iii) (1 marks)

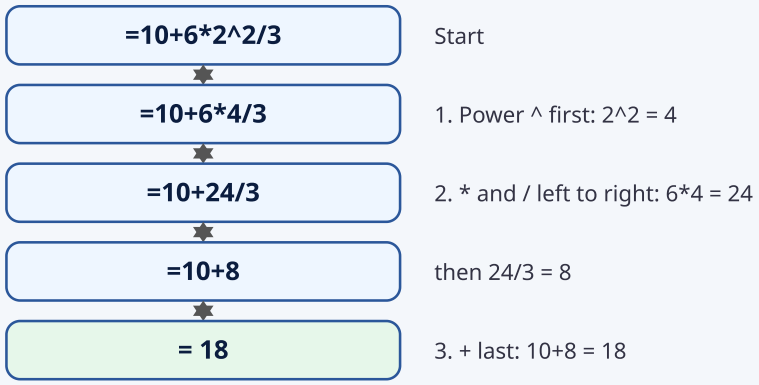
AutoFills Feb, Mar, Apr... (1).

🎯 Examiner tip: write cell addresses column first, e.g. B3 not 3B.

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3. *(7 marks)*

(i) (3 marks)
2^2 = 4 (1); 6*4 = 24, 24/3 = 8 (1); 10+8 = 18 (1).



Order (BODMAS)
1. ( ) Brackets
2. ^ Power
3. * / left→right
4. + − left→right

Model answer

(ii) (1 marks)
=(2+3)*4 (1).

(iii) (3 marks)
(i) dividing by 0/empty cell (ii) text used in arithmetic (iii) column too narrow (1 each).

🎯 Examiner tip: ^ before * and /, then + and −; same level left to right.

4. *(7 marks)*

(i) (2 marks)
=SUM(B3:E3) (1) = 353 (1).

(ii) (2 marks)
=AVERAGE(B3:E3) (1) = 88.25 (1).

(iii) (3 marks)
COUNT = 4 (1); COUNTA = 5 (1); AVERAGE = 69.75 (1).

🎯 Examiner tip: a colon means a range (A1:A5); a comma means separate cells (A1,A5).

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5. *(6 marks)*

(i) (2 marks)
Left, centre, right, justify (½ each).

(ii) (2 marks)
Rs. 1,090.00 (1); 5% (1).

(iii) (2 marks)
No (1); only the display is rounded, the stored value is used (1).

Before

Item	Qty	Price	Total
Exercise book	5	120	600
Pen	4	45	180
Ruler	2	80	160
Glue	1	150	150

After formatting

Item	Qty	Price	Total
Exercise book	5	Rs. 120.00	Rs. 600.00
Pen	4	Rs. 45.00	Rs. 180.00
Ruler	2	Rs. 80.00	Rs. 160.00
Glue	1	Rs. 150.00	Rs. 150.00

Bold, fill colour
Currency, 2 decimals, right aligned
Borders

Model answer

🎯 Examiner tip: formatting never changes the value.

6. *(8 marks)*

(i) (3 marks)
=B3*C3 = 180; =B4*C4 = 160; =B5*C5 = 150 (1 each).

(ii) (3 marks)
=D2*F1 (1); 30, 9, 8, 7.5 (2).

Relative: =B2*C2 copied down

- D2 =B2*C2
- D3 =B3*C3
- D4 =B4*C4
- D5 =B5*C5

Row numbers change: B3, B4, B5...

Absolute: =D2*F1 copied down

- E2 =D2*F1
- E3 =D3*F1
- E4 =D4*F1
- E5 =D5*F1

F1 stays locked (F4 adds $)

Model answer

(iii) (2 marks)
=D6-E6 (1) = 1035.5 (1).

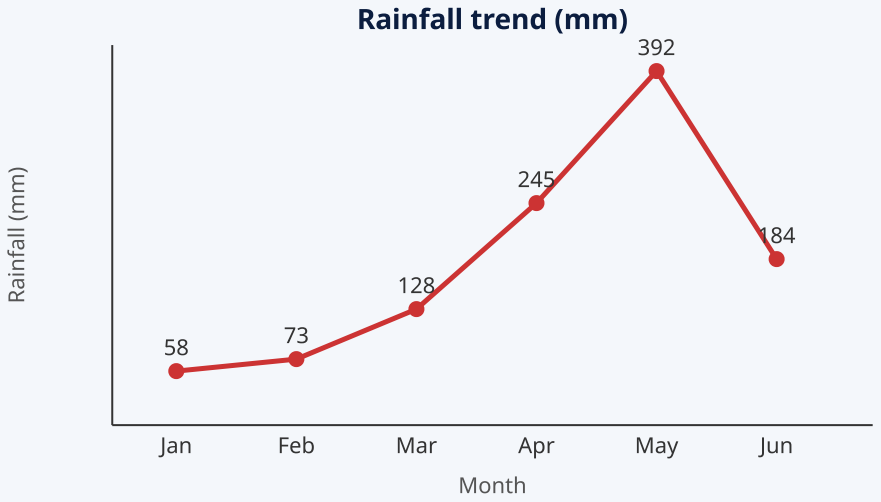
🎯 Examiner tip: a constant such as a rate needs $ on both column and row.

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7. *(8 marks)*

(i) (3 marks)
=SUM = 1080 (1); =AVERAGE = 180 (1); =MAX = 392 (1).

(ii) (3 marks)
Line chart (1); chart title, axis titles, legend, data labels (½ each).



Model answer

(iii) (2 marks)
AI may pick the wrong range or chart type (1); the student is responsible for accuracy (1).

🎯 Examiner tip: line = trend, pie = parts of a whole, column/bar = compare.

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