

MS Excel Questions Answers

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1. On an excel sheet the active cell is indicated by ?

- A. A dotted border
- B. A dark wide border
- C. A blinking border
- D. By italic text

Answer: Option B

2. What term describes explanatory text attached to a cell ?

- A. Context
- B. Callout
- C. Comment
- D. Dialog

Answer: Option C

3. How we can view a cell comment ?

- A. position the mouse pointer over the cell
- B. click the comment command on the view menu
- C. click the edit comment commands on the Insert menu
- D. click the Display comment command on the window menu

Answer: Option A

4. Which of these will not select all the cells in a document ?

- A. Using the Edit – Select All menu
- B. Pressing Ctrl + A on the keyboard
- C. Clicking three times with the right mouse button in the spreadsheet

Answer: Option C

5. The default style for new data keyed in a new workbook is ?

- A. Comma
- B. Normal
- C. Currency
- D. Percent

Answer: Option B

6. If you press ____, the cell accepts your typing as its contents ?

- A. Tab

- B.** Ctrl+Enter
- C.** Enter
- D.** Alt+Enter

Answer: Option C

7. Which of the following keyboard shortcut can be used for creating a chart from the selected cells ?

- A.** F11
- B.** F10
- C.** F4
- D.** F2

Answer: Option A

8. Formula palette is used to ?

- A.** format cells containing numbers
- B.** create and edit formulas containing functions
- C.** entered assumptions data
- D.** copy all cells

Answer: Option B

9. A value used in a formula that does not change is called a ?

- A.** Constant
- B.** Cell address
- C.** Variable
- D.** Static

Answer: Option A

10. A Spreadsheet contains ?

- A.** Columns
- B.** Rows
- C.** rows and columns
- D.** None of above

Answer: Option C

11. To open an existing workbook, click the Open button on the ____ toolbar ?

- A.** Form
- B.** Standard
- C.** Drawing
- D.** Formatting

Answer: Option B

12. Which among following is not associated with spelling dialogue box ?

- A. Edit
- B. Ignore
- C. Ignore All
- D. Change

Answer: Option A

13. what term describes a background that appears as a grainy, non smooth surface ?

- A. Pattern
- B. Gradient
- C. Texture
- D. Velvet

Answer: Option B

14. Which among following is associated with excel ?

- A. Graphic program
- B. Word Processor
- C. Presentation
- D. Spreadsheet

Answer: Option D

15. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is ?

- A. C1:10H
- B. C1:H10
- C. C1:H-10
- D. C1:H:10

Answer: Option B

16. You can convert existing Excel worksheet data and charts to HTML document by using the ?

- A. Internet Assistant Wizard
- B. Intranet Wizard
- C. Import Wizard
- D. Export Wizard

Answer: Option A

17. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called ?

- A. HTML
- B. Pivot Table Field List

- C. Pivot Table Report
- D. Pivot Table List

Answer: Option C

18. What function displays row data in a column or column data in a row ?

- A. Transpose
- B. Index
- C. Rows
- D. Hyperlinks

Answer: Option A

19. Except which of the following function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result ?

- A. NOT
- B. OR
- C. IF
- D. AND

Answer: Option C

20. Macros can be executed from the which of the following menu ?

- A. Format
- B. Home
- C. Insert
- D. Tools

Answer: Option D

21. Protection and the Protect Sheet options can be selected from ?

- A. Data
- B. Tools
- C. Edit
- D. Format

Answer: Option B

22. Which of the following is not a valid Zoom percentage in Excel ?

- A. 10
- B. 100
- C. 300
- D. 500

Answer: Option D

23. You can check the conditions against _____ when applying conditional formatting ?

- A. Cell Value
- B. Formula
- C. Both of above
- D. None of above

Answer: Option C

24. How can we set Page Border in Excel ?

- A. From Edit menu
- B. From Home
- C. You can not set page border in Excel
- D. From Tools menu

Answer: Option C

25. Which function calculates your monthly mortgage payment ?

- A. PV
- B. NPER
- C. PMT
- D. All of above

Answer: Option C

26. Which types of charts can excel produce ?

- A. Line graphs and pie charts only
- B. Bar charts, line graphs and pie charts
- C. Bar charts and line graphs only
- D. Only line graphs

Answer: Option B

27. How is data organized in a spreadsheet ?

- A. Rows and columns
- B. Layers and planes
- C. Lines and spaces
- D. Height and width

Answer: Option A

28. VLOOKUP function used to ?

- A. Finds related records
- B. Looks up text that contain "v"
- C. Check if two cells are identical
- D. None of above

Answer: Option A

29. Gridlines may be turned off for display but turned on for printing.
- A.** True
 - B.** False

Answer: Option A

30. How do you change column width to fit the contents ?
- A.** Single-click the boundary to the left of the column heading
 - B.** Double click the boundary to the right of the column heading
 - C.** Press Alt and single click anywhere in the column
 - D.** All of above

Answer: Option B

31. To insert three columns between columns A and B you would
- A.** Select column A
 - B.** Select A and B
 - C.** Select B
 - D.** All of above

Answer: Option C

32. To drag a selected range of data to another worksheet in the same workbook, use the ?
- A.** Ctrl key
 - B.** Shift key
 - C.** Alt key
 - D.** Tab key

Answer: Option A

33. You can activate a cell by ?
- A.** Pressing the Tab key
 - B.** Clicking the cell
 - C.** Pressing an arrow key
 - D.** All of above

Answer: Option D

34. A function inside another function is known as ?
- A.** Round function
 - B.** Sandwich function
 - C.** Switch function
 - D.** Nested function

Answer: Option D

35. What excel feature can you use if you want to work with one record at a time ?

- A. Auto Complete
- B. Data Form
- C. Set Form
- D. Auto Text

Answer: Option B

36. Which function is used for creating a data table ?

- A. Sum
- B. Table
- C. Add
- D. Count

Answer: Option B

37. The accounting style shows negative numbers in ?

- A. Bold
- B. Italics
- C. Parentheses
- D. Quotes

Answer: Option C

38. 3-D reference in a formula ?

- A. Spans worksheets
- B. Can not be modified
- C. Only appears on summary worksheets
- D. Limits the formatting options

Answer: Option A

39. Auto calculate feature provides a quick way to view the results of an arithmetic operation on a range of cells.

- A. True
- B. False

Answer: Option A

40. Which among following wildcard characters are recognized by excel ?

- A. + and -
- B. ! and ^
- C. * and ?

D. < and >

Answer: Option C

41. Which among following is divide symbol in excel ?

A. /

B. D

C. Div

D. \

Answer: Option A

42. Which function in excel counts the numbers of characters in a cell ?

A. LENGHT

B. LGT

C. LT

D. LEN

Answer: Option D

43. Which function converts miles to kilometers ?

A. Change

B. Covnert

C. Shift

D. Conv

Answer: Option B

44. What is shortcut to enter current date in cell in excel ?

A. Ctrl + ;

B. Alt + ;

C. Shift + &

D. Ctrl + \$

Answer: Option A

45. Shortcut to edit the selected cell ?

A. F3

B. F8

C. F4

D. F2

Answer: Option D

46. Each excel can contain many sheets including worksheets and chart sheets.

A. True

B. False

Answer: Option A

47. Which shortcut can be used to Switch between open workbooks ?

- A.** Ctrl + F2
- B.** Ctrl + F6
- C.** Ctrl + F8
- D.** Ctrl + F10

Answer: Option B

48. Shortcut to delete the selected column ?

- A.** Ctrl + -
- B.** Alt + -
- C.** Shift + -
- D.** Insert + -

Answer: Option A

49. Shortcut to enter current date ?

- A.** Home + ;
- B.** Shift + ;
- C.** Alt + ;
- D.** Ctrl + ;

Answer: Option D

50. When the formula bar is activated, you can see

- A.** The Edit Formula button
- B.** The Cancel button
- C.** The Enter button
- D.** All of above

Answer: Option D

51. Style sheet formats can be applied from ?

- A.** Table >> Autoformat
- B.** Format >> Autoformat
- C.** Table >> Cells
- D.** Fromat >> Cells

Answer: Option B

52. Which function will you use to enter current time in a woksheet cell ?

- A.** =time()
- B.** =nowtime()

- C. =now()
- D. =currentTime()

Answer: Option C

53. Merge cells option can be applied from ?

- A. Formatting toolbar
- B. Format Cells dialog box Alignment Tab
- C. Both of above
- D. None of above

Answer: Option B

54. How many recent files you can display on File menu at maximum ?

- A. 3
- B. 7
- C. 9
- D. 15

Answer: Option C

55. The name box appears at the ?

- A. left of the formula bar
- B. right of the formula bar
- C. below the status bar
- D. below the menu bar

Answer: Option A

56. Entire worksheet can not be selected in one time.

- A. True
- B. False

Answer: Option B

57. Where are the status indicators located ?

- A. Horizontal Scroll
- B. Vertical Scroll
- C. Formula bar
- D. Address bar

Answer: Option C

58. Insert picture option is in which of the following toolbars ?

- A. Standard
- B. Formatting
- C. Drawing

D. Picture

Answer: Option D

59. What term refers to a specific set of values saved with the workbook ?

A. Range

B. File set

C. Data set

D. Scenario

Answer: Option D

60. We can cancel marquee by pressing ?

A. Ctrl + Esc

B. Alt + Esc

C. Shift + Esc

D. Esc

Answer: Option D

61. Which of the following methods cannot be used to edit the content of cell ?

A. Pressing F2

B. Clicking the formula bar

C. Pressing the Alt key

D. Double clicking the cell

Answer: Option C

62. When you use multiplication, division or exponentiation in a formula then there is chance of occurring rounding errors.

A. True

B. False

Answer: Option A

63. Which among following can't be considered as worksheet criterion ?

A. Efficiency

B. Auditability

C. Clarity

D. Description

Answer: Option D

64. When creating a vertical page break ?

A. The active cell must be in row 1

B. The active cell must be A1

- C.** The active cell must be in row 10
- D.** The active cell must be in column A

Answer: Option A

65. The intersection of row and column is called a ?

- A.** Dataset
- B.** Cell
- C.** Data
- D.** set

Answer: Option B

66. You will use which feature in excel, if you want to work with one record at a time ?

- A.** Auto Complete
- B.** Auto Filter
- C.** Sub Totals
- D.** Data Form

Answer: Option D

67. Which dialogue box we can use to name a constant ?

- A.** Create Name
- B.** Define Name
- C.** Get Name
- D.** Create Constant

Answer: Option B

68. One cell format can be copied to another cell by using ?

- A.** Format Painter
- B.** Format Setting
- C.** Format Showing
- D.** Format Checking

Answer: Option A

69. Which among following is types of excel data types ?

- A.** Numbers, Formulas, Labels
- B.** Data, Words, Numbers
- C.** Words, Number, Labels
- D.** Equations, Data, Numbers

Answer: Option A

70. To join some cells and place the content at the middle of joined cell, which tool you will use?

- A. From Format Cells dialog box choose Merge and Center check box
- B. Click on Merge and Center tool on formatting toolbar
- C. From Format Cells dialog box select the Centered alignment
- D. From Format Cells dialog box click on Merge Cells check box

Answer: Option B

71. On Excel screen, Tab scroll buttons are

- A. towards the top left corner
- B. towards the top right corner
- C. towards the bottom right corner
- D. towards the bottom left corner

Answer: Option D

72. Choose from the following, which is not the correct method of editing the cell content ?

- A. Press the Alt key
- B. Press the F2 key
- C. Double click the cell
- D. Click the formula bar

Answer: Option A

73. In Excel Worksheet how can you show or hide the gridlines ?

- A. Click Gridline tool on Forms toolbar
- B. Go to Tools -> Options -> View tab and mark or remove the check box named Gridline
- C. Both of above
- D. None of above

Answer: Option C

74. When you press Ctrl + X after selecting some cells in Excel, what will happen then

- A. The cell content of selected cells disappear from cell and stored in clipboard
- B. The selected cells are deleted and cells are shifted up
- C. The selected cells are deleted and the cells are shifted left
- D. The cells selected are marked for cutting

Answer: Option D

75. In Paste Special dialog box, which of the following option is not available

- A. Divide
- B. Add

- C.** Subtract
- D.** Square root

Answer: Option D

76. To convert a column of data into row, which command will you choose
- A.** Edit -> Paste Special -> Transpose
 - B.** Cut and Paste
 - C.** Both of above
 - D.** None of above

Answer: Option A

77. Using Paste Special command which of the following you can paste selectively
- A.** Formulas
 - B.** Validation
 - C.** Formats
 - D.** All of above

Answer: Option D

78. With which of the following all formulas in excel starts ?
- A.** /
 - B.** *
 - C.** \$
 - D.** =

Answer: Option D