

# Microsoft Excel

### Question 1

How many types of Pie chart view in Excel?

- a) 3
- b) 4
- ☒ c) 2
- d) 1

### Question 2

How many type of filter are there in Excel ?

- a) 4
- ☒ b) 2
- c) 1
- c) 5

### Question 3

How many sheets are there in Excel Workbook by default?

- a) 4
- ☒ b) 3
- c) 6
- d) 7

### Question 4

By default column width of Excel

- a) 9.43
- ☒ b) 8.43
- c) 5.34
- d) 7.34

### Question 5

Excel files have a default extension of

- ☒ a) Xls
- b) Xlw
- c) Wk1
- d) 123

### Question 6

The number of cols in a worksheet is

- a) 36500
- ☒ b) 16384
- c) 256
- d) 64536

### Question 7

How many characters can be typed in a single cell in Excel?

- a) 1024
- b) 32,000
- c) 256
- ☒ d) 65,535

### Question 8

In Microsoft Office 2007 version, an Excel sheet contain \_\_\_\_\_ no of rows

- a) 65565
- b) 255
- c) undetermined
- ☒ d) 1048576

### Question 9

By Formatting a cell in Currency format, you can specify ?

- a) Currency Symbol
- b) Decimal Places
- ☒ c) Both 1 and 2 Options
- d) None of above

### Question 10

In order to tell excel that we are entering a formula in a cell we must begin with an operator such as

- a) \$
- b) @
- ☒ c) =
- d) #



### Question 11

Which function will you use to enter current time in a worksheet cell?

- a) =today()
- ☒ b) =now()
- c) =time()
- d) =currentTime()

### Question 12

The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is .....

- a) G1-G10
- b) B1.G10
- c) B1;G10
- ☒ d) B1:G10

### Question 13

You can open the Sort dialog box by choosing Sort from the ..... menu

- a) View
- b) Format
- c) Tools
- ☒ d) Data

### Question 14

Which of the following is not true regarding Conditional Formatting?

- a) You can add more than one condition to check
- ☒ b) You can set condition to look for Bold and apply Italics on them.
- c) You can apply Font, border and pattern formats that meets the specified conditions
- d) You can delete any condition from Conditional Formatting dialog box if it is not required

### Question 15

What is the symbol for dividing?

- ☒ a) A ./
- b) %
- c) &
- d) #



### Question 16

How to specify cell range from A9 to A99 in Excel?

- a) (A9, A99)
- b) (A9 to A99)
- c) (A9 : A99)
- d) (A9 & A99)

### Question 17

What is the symbol for multiplying?

- a) >
- b) /
- c) !
- d) \*

### Question 18

What function is used to make sure that all conditions are true before showing a TRUE answer?

- a) : =AND()
- b) : =OR()
- c) : =Vlookup()
- d) : =If()

### Question 19

What function offers you the possibility to view different results depending on the entered condition?

- a) : =If()
- b) : =Sum()
- c) : =SumIf()
- d) : =TrueFalse()

### Question 20

Which symbol must all formula begin with?

- a) =
- b) +
- c) (
- d) @

### Question 21

Which symbol, when clicked, displays the details in an outline?

- a) ☒ +
- b) ☐ -
- c) ☐ \*
- d) ☐ ~

### Question 22

Which of the following formulas will Excel Not be able to calculate?

- a) ☒ "=SUM(Sales)-A3"
- b) ☐ "=SUM(A1:A5)\*.5"
- c) ☐ "=SUM(A1:A5)/(10-10)"
- d) ☐ "=SUM(A1:A5)-10"

### Question 23

Two common wildcard characters that Excel recognizes are

- a) ☒ \* and ?
- b) ☐ < and >
- c) ☐ ^ and /
- d) ☐ + and -

### Question 24

With which of the following all formulas in excel starts ?

- a) ☐ /
- b) ☐ \*
- b) ☐ \$
- e) ☒ =

### Question 25

Which of the following is correct?

- a) ☐ =POWER(2^3)
- b) ☒ 8
- c) ☐ =POWER(2#3)
- d) ☐ =POWER(2\*3)

### Question 26

Which of the following formulas is not entered correctly?

- a) 60
- b) #VALUE!
- c) #VALUE!
- d) 10+50

### Question 27

Selecting the Rows 5 & 6 then choose Insert->Row. What will happen?

- a) 2 Rows will be inserted after Row 4
- b) 2 Rows will be inserted after Row 5
- c) 2 Rows will be inserted after Row 6
- d) 2 Rows will be inserted after Row 7

### Question 28

Using the F11 shortcut key to create a chart on chart sheet creates

- a) A default chart
- b) A 2-dimensional column chart
- c) A 2-dimensional bar chart
- d) A 3-dimensional line chart

### Question 29

The auto calculate feature

- a) Can only add values in a range of cells
- b) Provides a quick way to view the result of an arithmetic operation on a range of cells
- c) Automatically creates formulas and adds them to a worksheet
- d) A and c

### Question 30

You can create only a horizontal page break by first selecting

- a) A row below the row where you want the page break to occur
- b) A cell in row 1
- c) A cell in column A
- d) a and c



### Question 31

The chart wizard term data series refers to

- a) A chart legend
- ☒ b) A collection of chart data markers
- c) A set of values you plot in a chart
- d) A data label

### Question 32

When you see a cell with a red triangle in the top right corner, what does this signify?

- a) There is an error in the cell
- ☒ b) There is a comment associated with the cell
- c) The font color for text in the cell is red
- d) A formula cannot be entered into the cell

### Question 33

Which of the following statements about a path is incorrect?

- a) A path is an identifier.
- b) A path specifies the file location on the drive.
- c) A path precedes the filename.
- ☒ d) A path hides the drive letter.

### Question 34

A Worksheet Range is a

- a) A Group of Worksheets
- b) Command used for Data Modeling
- ☒ c) A Group of Cells
- d) A Range of Values such as from 23 to 234

### Question 35

You can print only an embedded chart by

- a) Moving the chart to a chart sheet before you print.
- b) Formatting the chart before you print
- c) Selecting the chart before you print
- ☒ d) a and c

### Question 36

Gridlines

- a) May be turned off for display but turned on for printing
- b) May be turned on or off for printing
- c) The be turned off for display and printing
- ☒ d) a, b and c

### Question 37

when you print preview a worksheet

- a) the entire worksheet is displayed
- b) the selected range is displayed
- c) the active portion of the worksheet is displayed
- ☒ d) a, b and c

### Question 38

In a worksheet you can select

- a) The entire worksheet
- b) Rows
- c) Columns
- ☒ d) a, b, and c

### Question 39

Which of the following is an absolute cell reference?

- a) !A!1
- ☒ b) \$A\$1
- c) #a#1
- d) A1

### Question 40

Give me an example of a cell address.

- a) 11 25
- b) 911
- c) 41A
- ☒ d) A21



### Question 41

When a label is too long to fit within a worksheet cell, you typically must

- a) Shorten the label
- ☒ b) Increase the column width
- c) Decrease the column width
- c) Adjust the row height

### Question 42

You can create hyperlinks from the Excel workbook to

- a) A webpage on company internet
- b) A web page on the internet
- c) Other Office 97 application documents
- ☒ d) All

### Question 43

Where can you set the shading color for a range of cells in Excel?

- a) Choose required color from Patterns tab of Format Cells dialog box
- b) Choose required color on Fill Color tool in Formatting toolbar
- c) Choose required color on Fill Color tool in Drawing toolbar
- ☒ d) All of 1,2 and 3 Options

### Question 44

Which Chart can be created in Excel?

- a) Area
- b) Line
- c) Pie
- ☒ d) All of 1,2 and 3 Options

### Question 45

Which elements of a worksheet can be protected from accidental modification?

- a) Contents
- b) Objects
- c) Scenarios
- ☒ d) All of 1,2 and 3 Options



### Question 46

Which of the following format you can decide to apply or not in AutoFormat dialog box?

- a) Number format
- b) Border format
- c) Font format
- ☒ d) All of 1,2 and 3 Options

### Question 47

when working in the page break preview, you can

- a) view exactly where each page break occurs
- b) add or remove page breaks
- c) change the print area
- ☒ d) all of above

### Question 48

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

### Question 49

How should you print a selected area of a worksheet, if you'll want to print a different area next time?

- a) On the file menu, point to print area, and then click set print area.
- ☒ b) On the file menu, click print, and then click selection under print what
- c) On the view menu, click custom views, then click add
- d) All of above

### Question 50

What does SUMIF function do?

- ☒ a) Adds up cell values based on a condition
- b) Adds all the numbers in a range of cells
- c) Returns a subtotal in a list or database
- d) All of above

### Question 51

What does the VLOOKUP function do?

- a) Looks up text that contain 'v'
- b) Checks whether text is the same in one cell as in the next
- c) Finds related records
- d) All of above

### Question 52

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

### Question 53

when you work with large worksheets, you may need to

- a) size the worksheet to fit on the specific number of pages
- b) add and remove page breaks
- c) specify only certain print areas
- d) all of above

### Question 54

Which function calculates your monthly mortgage payment?

- a) PMT (payments)
- b) NPER (number of periods)
- c) PV (present value)
- d) All of above

### Question 55

You can activate a cell by

- a) Pressing the Tab key
- b) Clicking the cell
- c) Pressing an arrow key
- d) All of above



### Question 56

What is entered by the function =today()

- a) The date value for the day according to system clock
- c) The time value according to system clock
- d) Today's date as Text format
- e) All of above

### Question 57

When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- a) Use =if() function to format the required numbers red
- b) Apply Conditional Formatting command on Format
- c) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- d) All of above

### Question 58

You can automatically adjust the size of text in a cell if they do not fit in width by

- a) Double clicking on the right border of column header
- b) From Format choose Columns and then Autofit Selection
- c) From Format Cells dialog box mark Shrink to fit check box
- d) All of above

### Question 59

Extension of Excel 2007 file

- a) .xl
- b) .xlsx
- c) .xls
- d) All of the above

### Question 60

Got functions? No? You need the insert function dialog box. How do you get it?

- a) Right click a cell and then click insert
- b) Click the insert menu and then click function
- c) Type = in a cell
- d) All of the above



### Question 61

You can copy data or formulas

- a) With the copy, paste and cut commands on the edit menu
- b) With commands on a shortcut menu
- c) With buttons on the standard toolbar
- ☒ d) All of the above

### Question 62

You can print

- a) A range of cells by range name
- b) An entire worksheet
- c) A single worksheet
- ☒ d) All of the above

### Question 63

In Excel \_\_\_\_\_ may not contain in Formula

- a) Text Constant
- b) Number Constant
- ☒ c) Circular Reference
- d) All of them

### Question 64

A quick way to return to a specific area of a worksheet is to type in the \_\_\_\_\_

- a) Zoom Box
- b) Formula Bar
- ☒ c) Name box
- d) All of these

### Question 65

How to fit long texts in a single cell with multiple lines?

- a) Start typing in the cell and press the Enter key to start another line
- ☒ b) Use the Wrap Text option From Home -> Alignment Group
- c) Use the Shrink to Fit option in the Format -> Cells -> Alignment menu
- d) All The Above

### Question 66

Tab scrolling button

- a) Allow you to view a different worksheet
- b) Allow you to view additional worksheet rows down
- c) Allow you to view additional worksheet columns to the right
- d) ☒ Allow you to view additional sheets tabs

### Question 67

What key is used to select multiple ranges of cells?

- a) Shift
- b) ☒ Ctrl
- c) Alt
- d) AltCar or AltGr

### Question 68

A circular reference is

- a) Geometric modeling tool
- b) A cell that points to a drawing object
- c) ☒ A formula that either directly or indirectly depends on itself
- d) Always erroneous

### Question 69

A numeric value can be treated as a label value if it precedes with

- a) ☒ Apostrophe (&lsquo)
- b) Exclamation (!)
- c) Hash (#)
- d) Ampersand (&)

### Question 70

when you are typing an equation into a cell the first thing that must be entered is

- a) the first cell referenced
- b) parenthesis
- c) quotation marks
- d) ☒ an equal sign



### Question 71

The name box

- a) Shows the location of the previously active cell
- ☒ b) Appears to the left of the formula bar
- c) Appears below the status bar
- d) Appears below the menu bar

### Question 72

Worksheet can be renamed by

- a) Click on Worksheet tab by Holding CTRL Key and type new name
- ☒ b) Double Click on the Worksheet tab and type new name
- c) Worksheet cannot renamed
- d) At The Time Of Save

### Question 73

Which of following is Not one of Excel's what-if function?

- a) Goal seek
- ☒ b) Data Table
- c) Scenario manager
- d) Auto Outline

### Question 74

Which types of charts can excel produce?

- a) Line graphs and pie charts only
- b) Only line graphs
- ☒ c) Bar charts, line graphs and pie charts
- d) Bar charts and line graphs only

### Question 75

When integrating word and excel, word is usually the

- a) Server
- b) Destination
- c) Client
- ☒ d) Both b and c



### Question 76

To keep specific rows and columns from scrolling off the screen you first must position the cell pointer

- a) to the right of the column you want to remain on the screen
- b) below the row you want to remain on the screen
- c) on the row you want to remain on the screen
- ☒ d) both below and right of the row and column you want to remain on the screen

### Question 77

Filter option is display

- a) Formula Tab
- b) Data Tab
- ☒ c) Home tab
- d) View Tab

### Question 78

If you copy the formula =B38 into another cell, the result will be:

- ☒ a) The column part will remain the same
- b) The row part will remain the same
- c) Both the column and row will remain the same
- d) Both will change

### Question 79

How do you tell one cell from another?

- a) By numbers
- b) By letters
- ☒ c) By its address
- d) by color

### Question 80

In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a

- ☒ a) chart showing rainfall amounts
- b) database of rainfall
- c) photograph of rainfall
- d) calendar

### Question 81

Excel uniquely identifies cells within a worksheet with a cell name

- a) Column numbers and row letters
- b) Cell locator coordinates
- ☒ c) Column letters and row numbers
- d) Cell names

### Question 82

Which among following is not associated with spelling dialogue box ?

- ☒ a) Edit
- b) Ignore
- c) Ignore All
- d) Change

### Question 83

What is the extension part of excel file name

- ☒ a) .xlsx
- b) .docx
- c) .html
- d) .txt

### Question 84

Which of the following is not information you can specify using the solver?

- ☒ a) Input cells
- b) Constraints
- c) Target cell
- d) Changing cells

### Question 85

Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

- a) data sheet
- b) work sheet
- c) module sheet
- ☒ d) chart sheet



### Question 86

If you need a text to show vertically in a cell. How will you achieve this?

- a) Choose Vertical on Text alignment in Format Cells dialog box
- ☒ b) Choose 90 Degrees in Orientation of Format Cells dialog box
- c) Choose Distributed from the Vertical drop down list of Format Cells dialog box
- d) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

### Question 87

Which of the following is not a worksheet design criterion?

- a) Efficiency
- b) Aditibility
- ☒ c) Description
- d) Clarity

### Question 88

You can select a single range of cells by

- a) Pressing the Ctrl key while dragging over the desired cells
- b) c. Pressing the Shift key and an arrow key
- ☒ c) d. Dragging over the desired cells
- d) CLICK ON THE CELLS

### Question 89

to view a cell comment

- a) click the edit comment command on the insert menu
- b) click the display comment command on the window menu
- ☒ c) position the mouse pointer over the cell
- d) click the comment command on the view menu

### Question 90

A collection of related file is called

- a) Field
- b) Database
- ☒ c) Record
- d) None of these



### Question 91

Which of the following is not the correct method of editing the cell content?

- ☒ a) Press the Alt key
- b) Double click the cell
- c) Press the F2 key
- d) Click the formula bar

### Question 92

When you want to insert a blank imbedded excel object in a word document you can

- ☒ a) Click the object command on the insert menu
- b) Click the office links button on the standard toolbar
- c) Click the create worksheet button on the formatting toolbar
- d) Click the import excel command on the file menu

### Question 93

Which of the following methods cannot be used to enter data in a cell

- a) Pressing an arrow key
- b) Pressing the Tab key
- ☒ c) Pressing the Esc key
- d) Clicking on the formula bar

### Question 94

Macros is used to

- ☒ a) Store the text
- b) Create the text
- c) Break the page
- d) All of the above

### Question 95

If you want all of the white cats grouped together in the database, you need to sort by \_\_\_\_\_.

- a) Color, then Gender
- ☒ b) Pet Type, then Color
- c) Pet Type, then Gender
- d) Color, then Pet Name

### Question 96

Which option is used to change any cell formatting based on different condition?

- a) Cell styles
- b) Back color
- c) Fill color
- d) ☒ Conditional Formatting

### Question 97

PROPER Function is used for

- a) converts a sentence in small letter
- b) converts a sentence in capital
- c) ☒ Capitalize each word
- d) converts a sentence in capital

### Question 98

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

### Question 99

Which of the following is not a basic step in creating a worksheet?

- a) Save workbook
- b) Modify the worksheet
- c) Enter text and data
- d) ☒ Copy the worksheet

### Question 100

Which is not an advantage of using computerized spreadsheets?

- a) ☒ flexibility of moving entries
- b) speed of calculation
- c) ability of generate tables
- d) cost of initial setup



### Question 101

What is the shortcut key to insert current date in a cell?

- a) CTRL + D
- b) CTRL + T
- ☒ c) CTRL + ;
- d) CTRL + /

### Question 102

What is the shortcut key to hide entire row?

- a) CTRL + H
- b) CTRL + R
- ☒ c) CTRL + 9
- d) CTRL + Ø

### Question 103

What is the combinaison of keys required to come back to the top of the worksheet?

- a) PageUp (PgUp)
- b) Alt and PageUp
- ☒ c) Ctrl and Home
- d) Ctrl and left arrow

### Question 104

To drag a selected range of data to another worksheet in the same workbook, use the

- a) Tab key
- ☒ b) Alt key
- c) Shift key
- d) Ctrl key

### Question 105

What is the short cut key to replace a data with another in sheet?

- a) Ctrl + R
- b) Ctrl + Shift + R
- c) Ctrl + H
- ☒ d) Ctrl+F



### Question 106

To move to the previous worksheet press

- a) Shift+Tab
- b) Ctrl+Pgdown
- c) ☒ Ctrl+PgUp
- d) ctrl+Tab

### Question 107

Pivot table comes in \_\_\_\_\_ Tab

- a) Home
- b) Page Layout
- c) ☒ Insert
- d) Data

### Question 108

You can use the format painter multiple times before you turn it off by

- a) You can use the format painter button only one time when you click it
- b) ☒ Double clicking the format painter button
- c) Pressing the Ctrl key and clicking the format painter button
- d) Pressing the Alt key and clicking the format painter button

### Question 109

Macros are "run" or executed from the ..... Menu.

- a) Insert
- b) Format
- c) ☒ Tools
- d) Data

### Question 110

The 'subtotal' option is under

- a) Home
- b) Reference
- c) Layout
- d) ☒ Data

### Question 111

To protect a worksheet, you can choose Protection and the Protect Sheet from the \_\_\_\_\_ tab

- a) Home
- b) Formula
- c) ☒ Review
- d) Data

### Question 112

V loop operation present in

- a) MS Word
- b) ☒ Excel
- c) MS Power Point
- d) None of these

### Question 113

You can open the consolidate dialog box by choosing Consolidate from the ..... Menu.

- a) Insert
- b) Format
- c) Tools
- d) ☒ Data

### Question 114

Which tool is used to show the related value on a chart?

- a) Legend
- b) ☒ Data Labels
- c) Chart Title
- d) Data Table

### Question 115

To prevent invalid data entry in a cell, we use

- a) SUBTOTAL
- b) FILTER
- c) COMMENT
- d) ☒ DATA VALIDATION

### Question 116

How do you rearrange the data in ascending or descending order?

- ☒ a) Data >> Sort
- b) Data >> Subtotals
- c) Data, Form
- d) Data >> Table

### Question 117

If 4/6 entered in a cell without applying any formats, Excel will treat this as

- a) Fraction
- b) Number
- c) Text
- ☒ d) Date

### Question 118

Which of the following is not a valid data type in excel

- a) Number
- ☒ b) Character
- c) Label
- d) Date/time

### Question 119

Microsoft Excel is a powerful.....

- a) Word processing package
- ☒ b) Spreadsheet package
- c) Communication S/W Package
- d) DBMS package

### Question 120

Formatting a cell in Number format you can't set

- a) Use 1000 separator
- b) Currency Symbol
- c) Negative numbers
- ☒ d) Decimal Places



### Question 121

A constant is another name for this type of data:

- ☒ a) number
- b) equation
- c) formula
- d) description

### Question 122

What term describes explanatory text attached to a cell ?

- a) Context
- b) Callout
- ☒ c) Comment
- d) Dialog

### Question 123

MONTH Function is used to

- ☒ a) pick up the month from a date
- b) create a date
- c) pick up the minute from a date
- d) display current month

### Question 124

To return the remainder after a number is divided by a divisor in EXCEL we use the function?

- a) ROUND ( )
- b) FACT ( )
- ☒ c) MOD ( )
- d) DIV ( )

### Question 125

Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

- a) Square
- b) Percentage
- c) Goal Seek
- ☒ d) Divide

### Question 126

To show/hide the grid lines in Microsoft Excel 2007

- a) ☒ Page Layout -> Grid lines -> View
- b) ☐ Insert -> Grid lines -> View
- c) ☐ View -> Grid lines -> View
- d) ☐ Edit -> Grid lines -> View

### Question 127

When you insert an Excel file into a Word document, the data are

- a) ☐ Hyperlinked
- b) ☒ Placed in a word table
- c) ☐ Linked
- d) ☐ Embedded

### Question 128

To select multiple non-adjacent cells in a worksheet you will click them holding

- a) ☒ CTRL key
- b) ☐ TAB KEY
- c) ☐ ALT KEY
- d) ☐ ENTER

### Question 129

Red triangle at the top right corner of a cell indicates

- a) ☒ comment
- b) ☐ syntax
- c) ☐ text in cell is red
- d) ☐ error entry

### Question 130

To copy cell contents using drag and drop press the

- a) ☐ End key
- b) ☐ Shift key
- c) ☐ Ctrl key
- d) ☒ Esc key

### Question 131

When you copy a formula

- a) Excel erases the original copy of the formula
- ☒ b) Excel edits cell references in the newly copied formula
- c) Excel adjusts absolute cell references
- d) Excel doesn't adjust relative cell references

### Question 132

Which of the following is the latest version of Excel

- a) Excel 2000
- b) Excel 2002
- c) Excel ME
- ☒ d) Excel XP

### Question 133

What is the keyboard shortcut for creating a chart from the selected cell range?

- a) F2
- b) F4
- c) F8
- ☒ d) F11

### Question 134

If we want to fix a cell address, one should press

- a) F5
- b) F6
- ☒ c) F4
- d) F3

### Question 135

What key should be used to change the content of a cell?

- a) F1
- ☒ b) F2
- c) F3
- d) F4



### Question 132

Which keyboard shortcut opens the Go To dialog box?

- a) Ctrl + B
- b) Ctrl + Shift + B
- c) F2
- ☒ d) F5

### Question 137

Comments can be added to cells using

- a) View > Comments
- ☒ b) Review > Comments
- c) Edit > Comments
- d) File > Comments

### Question 138

MAX Function is used for

- ☒ a) Find the maximum value from a number series
- b) Find the minimum value from a number series
- c) add numbers
- d) for calculate average

### Question 139

To name a constant, you use the dialog box

- a) Create names
- ☒ b) Define name
- c) Paste name
- d) Format cells

### Question 140

To open an existing workbook, click the Open button on the \_\_\_\_ toolbar?

- a) Form
- ☒ b) Standard
- c) Drawing
- d) Formatting

### Question 141

Status indicators are located on the

- a) Vertical scroll bar
- b) Horizontal scroll bar
- ☒ c) Formula bar
- d) Formatting toolbar

### Question 142

Excel probably considers the cell entry January 1, 2000 to be a

- a) Text string
- ☒ b) Value
- c) Label
- d) Formula

### Question 143

Rotate text to vertical orientation, we use

- ☒ a) HOME
- b) INSERT MENU
- c) DATA MENU
- d) FORMULAS MENU

### Question 144

You can enter which types of data into worksheet cells?

- ☒ a) Labels, values, and formulas
- b) Labels and values but not formulas
- c) Values and formulas but not labels
- d) Formulas only

### Question 145

Getting data from a cell located in a different sheet is called

- a) Accessing
- ☒ b) Referencing
- c) Updating
- d) Functioning



### Question 146

If the cell B1 contains the formula = \$A\$1, which of the following statements is true

- a) There is a relative reference to cell A1
- ☒ b) There is an absolute reference to cell A1
- c) Further changes in value of A1 will not affect the value of B1
- d) Further changes in value of B1 will affect the value of A1

### Question 147

The cell reference for cell range of G2 to M12 is \_\_\_\_\_

- a) G2.M12
- b) G2;M12
- ☒ c) G2:M12
- d) G2-M12

### Question 148

What do you mean by a Workspace?

- a) Group of Columns
- b) Group of Worksheets
- c) Group of Rows
- ☒ d) Group of Workbooks

### Question 149

Which of the following is concatenating operator?

- a) Apostrophe (')
- b) Exclamation (!)
- ☒ c) Ampersand (&)
- ☒ d) Hash (#)

### Question 150

Which of the following options is not located in the Page Setup dialog box?

- ☒ a) Page Break Preview.
- b) Page Orientation
- c) Margins
- d) Headers and Footers

### Question 151

Which of the following function will use to find the highest number in a series of number?

- ☒ a) MAX(B1:B3)
- b) MAXIMUM (B1:B3)
- c) HIGH (B1:B3)
- d) HIGHEST(B1:B3)

### Question 152

To select several cells or ranges that are not touching each other, you would while selecting

- ☒ a) hold down the Ctrl key
- b) hold down the Shift key
- c) hold down the Alt key
- d) hold down Ctrl + Shift key

### Question 153

How to restrict to run a macro automatically when starting Microsoft Excel?

- ☒ a) Hold down the SHIFT key during startup
- b) Hold down the CTRL key during startu
- c) Hold down the ESC key during startup
- d) Hold down the ALT key during startup

### Question 154

One can find "Autosum" option under

- a) View tab
- b) Insert tab
- c) Data tab
- ☒ d) Home tab

### Question 155

Which of the following is correct syntax in Excel

- ☒ a) IF(LogicalTest, TrueResult,FalseResult)
- b) IF(LogicalTest, (TrueResult,FalseResult))
- c) IF(LogicalTest, TrueResult)(LogicalTest, FalseResult)
- d) IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)



### Question 156

You can convert existing excel worksheet data an charts to an HTML document by using

- a) FTP wizard
- ☒ b) Internet assistant wizard
- c) Intranet wizard
- d) Import wizard

### Question 157

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

- ☒ a) Enter
- b) Ctrl + Enter
- c) TAB
- d) Insert

### Question 158

Which command allows you to determine who can read, edit, and print a workbook?

- a) Set Properties
- b) Encrypt Document
- ☒ c) Restrict Permission
- d) Inspect Document

### Question 159

In Excel, by default Numeric Values appears in

- a) Left aligned
- ☒ b) Right aligned
- c) Center aligned
- d) Justify aligned

### Question 160

How are data organized in a spreadsheet?

- a) Height and width
- b) Lines and spaces
- ☒ c) Rows and columns
- d) Layers and planes

### Question 161

The box on the chart that contains the name of each individual record is called the \_\_\_\_\_.

- a) cell
- b) title
- c) axis
- ☒ d) legend

### Question 162

Which of the following is a popular DOS based spreadsheet package?

- a) Word
- b) Smart cell
- c) Excel
- ☒ d) Lotus 1-2-3

### Question 163

Which function Returns the specified number of characters from the end of a string?

- ☒ a) RIGHT
- b) LEFT
- c) TRIM
- d) MID

### Question 164

Which of the following displays the contents of the active cell?

- a) Active cell
- ☒ b) E Formula bar
- c) Menu bar
- d) Name box

### Question 165

Which option allows you to Bold all the negative values within the selected cell range:

- a) Zero Formatting
- ☒ b) Conditional Formatting
- c) Compare Formatting
- d) Negative Formatting



### Question 166

A function inside another function is known as ?

- a) Round function
- b) Sandwich function
- c) Switch function
- d) ☒ Nested function

### Question 167

By default, How many sheets are there in Excel - 2003 or 2007 file ?

- a) 4
- b) ☒ 3
- c) 5
- d) none

### Question 168

The concatenate(), combine

- a) two strings
- b) two numbers
- c) ☒ both
- d) none

### Question 169

The default header for a worksheet is

- a) Username
- b) Date and Time
- c) Sheet tab Name
- d) ☒ None

### Question 170

Total no. of cell reference in Excel

- a) 2
- b) ☒ 3
- c) 4
- d) none

### Question 171

True or false: The values that I enter in the scenario manager have an impact on my model.

- a) TRUE
- ☒ b) FALSE

### Question 172

Which function rounds a number down to the nearest integer

- a) CEILING()
- ☒ b) INT()
- c) ROUND()
- d) None

### Question 173

The autofill feature

- ☒ a) Extends a sequential series of data
- b) Automatically adds a range of cell values
- c) Applies a border around selected cells
- d) None of above

### Question 174

The Name box on to the left of formula bar

- a) shows the name of worksheet currently working on
- b) shows the name of workbook currently working on
- ☒ c) shows the name of cell or range currently working on
- d) None of above

### Question 175

Which of the following is a correct order of precedence in a formula calculation?

- a) Multiplication and division, exponential positive and negative value
- ☒ b) Multiplication and division, positive and negative values, addition and subtraction
- c) Addition and subtraction, positive and negative values, exponentiation
- ☒ d) None of above



### Question 176

You can check the conditions against \_\_\_\_\_ when applying conditional formatting

- a) Formula
- b) Cell value
- ☒ c) Both of above
- d) None of above

### Question 177

You can edit a cell by

- a) Selecting Edit>Edit Cell from the menu
- ☒ b) Double clicking the cell to edit it in-place
- c) Clicking the formula button
- d) None of above

### Question 178

How can you remove borders applied in cells?

- a) Open the list on Border tool in Formatting toolbar then choose first tool (no border)
- b) Choose None on Border tab of Format cells
- ☒ c) Both 1 and 2 Options
- d) None of above

### Question 179

Special category of Number tab in Format Cells dialog box can be used to apply formats like:

- a) Zip Code
- b) Phone Number
- ☒ c) Both 1 and 2 Options
- d) None of above

### Question 180

"Goal Seek" can be applied on

- ☒ a) Single Records
- b) Multiple Record
- c) Either A or B
- d) None of the above

### Question 181

\$A\$2 is an example of :

- ☒ a) Absolute Reference
- b) Relative Reference
- c) Mixed Reference
- d) None of the above

### Question 182

Predict the output of the following function: power(5,2)

- a) 32
- ☒ b) 25
- c) 10
- d) None of the above

### Question 183

We can't add axis title on

- ☒ a) Pie Chart
- b) Column Chart
- c) Both A and B
- d) None of the above

### Question 184

What tool helps you to optimize the results of a model?

- a) Scenario manager
- ☒ b) Solver
- c) Target value
- d) None of the above

### Question 185

Where a row and a column meet, what do you call that?

- ☒ a) A cell
- b) A block
- c) A box
- d) None of the above



### Question 186

Which of the following will not set text in selected cells to italics?

- a) Pressing Ctrl + I on the keyboard
- b) Using the Tools – Wizard – Web Form menu item
- c) Using the Format – Cells – Font menu item
- d) None of the above

### Question 187

B7:B9 indicates:

- a) Cells B7 and cell B9 only
- b) Cell B8 only
- c) Cells B7 through B9
- d) None of the above

### Question 188

Data can be arranged in ascending or descending order by using

- a) Sort command from Tools menu
- b) Sort command from Data
- c) Sort command from Table menu
- d) None of these

### Question 189

Excel is a

- a) Graphic program
- b) Word processor
- c) A spreadsheet
- d) None of these

### Question 190

When a formatted number does not fit within a cell, it displays

- a) #####
- b) #DIV/0
- c) #DIV@
- d) None of these

### Question 191

Except for the ..... function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result

- ☒ a) IF
- b) AND
- b) OR
- c) NOT

### Question 192

To show current system date in MS Excel, we use \_\_\_\_\_ function

- a) Date
- b) Day
- ☒ c) Today
- d) Now

### Question 193

Which of the following function will return a value of 8?

- a) ROUNDUP(8.4999, 0)
- b) ROUNDDOWN(8.4999, 0)
- c) ROUND(8.4999, 0)
- ☒ d) Only B and C

### Question 194

You can use the drag and drop method to

- a) Copy cell contents
- b) Move cell contents
- c) Add cell contents
- ☒ d) Option 1 and 2

### Question 195

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

- a) Comma
- ☒ b) Normal
- c) Currency
- d) Percent



### Question 196

To create an interactive Pivot Table for the web, you have to use a Microsoft Office Web component called

- a) HTML
- b) Pivot Table Field List
- c) Pivot Table List
- d) ☒ Pivot Table Report

### Question 197

If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:

- a) Press the Erase key
- b) ☒ Press Esc
- c) Press the Enter button
- d) Press the Edit Formula button

### Question 198

Which of the following describes how to select all the cells in a single column?

- a) Right click on column and select Pick from list
- b) Use data – text to columns menu item
- c) ☒ Left click on the gray column title button
- d) Pressing Ctrl + A on the keyboard

### Question 199

Which of the following will not cut information?

- a) ☒ Pressing Ctrl + C
- b) Selecting Edit>Cut from the menu
- c) Clicking the Cut button on the standard
- d) Pressing Ctrl+X

### Question 200

Which of the following is not a way to complete a cell entry?

- a) Pressing enter
- b) Pressing any arrow key on the keyboard
- c) Clicking the Enter button on the Formula bar
- d) ☒ Pressing spacebar

### Question 201

What is an expression that tells how the numbers in a determined set of cells are to be calculated?

- ☒ a) Formula
- b) Field
- c) Data
- d) Query Correct Answer:

### Question 202

The accounting style shows negative numbers in

- a) Bold
- b) Brackets
- ☒ c) Paranthesis
- d) Quotes

### Question 203

You accidentally erased a record in the sheeWhat command can be used to restore it immediately?

- a) Insert
- b) Copy
- ☒ c) Undo
- d) Replace

### Question 204

One can find "Merge & Center" option under

- a) View tab
- b) Review tab
- ☒ c) Home tab
- d) Review

### Question 205

Which tab is used to set a picture as a sheet background

- a) INSERT
- ☒ b) PAGE LAYOUT
- c) HOME
- d) REVIEW



### Question 206

The spelling tool is placed on \_\_\_\_\_ toolbar

- ☒ a) Standard
- b) Formatting
- c) Drawing
- d) Reviewing

### Question 207

Which of the following setup options cannot be set in the page setup dialog box?

- ☒ a) Printer selection
- b) Vertical or horizontal placement
- c) Orientation
- d) Row and column titles

### Question 208

When you use the fill effects in the format data series dialog box, you can not

- ☒ a) rotate text on the chart
- b) select a foreground color
- c) select a pattern
- d) select a background color

### Question 209

To insert three columns between columns D and E you would

- a) Select column D
- ☒ b) Select column E
- c) Select columns E, F and G
- d) Select columns D, E, and F.

### Question 210

How do you select an entire column?

- a) Hold down the shift key as you click anywhere in the column.
- ☒ b) Click the column heading letter
- c) Hold down the Ctrl key as you click anywhere in the column
- d) Select Edit > Select > Column from the menu

### Question 211

To save a workbook, you:

- ☒ a) Click the save button on the standard toolbar from the menu
- b) Press Ctrl+F5
- c) Click Save on the Windows Start button
- d) Select Edit>Save

### Question 212

To delete an embedded objects, first

- a) Double click the object
- b) Select the object by clicking it
- c) Press the Shift + Delete keys
- ☒ d) Select it and then press the delete key

### Question 213

How do you insert a row?

- ☒ a) Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b) All of the above
- c) Select the Column heading where you want to insert the new row and select Edit >Row from the menu
- d) Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar

### Question 214

Right clicking something in Excel:

- a) Deletes the object
- b) Nothing the right mouse button is there for left handed people
- ☒ c) Opens a shortcut menu listing everything you can do to the object
- d) Selects the object

### Question 215

Which of the following is not an example of a value?

- a) 350
- b) #####
- c) 57%
- ☒ d) Serial Number 50771



### Question 216

The Cancel and Enter buttons appear in the:

- a) Menu bar
- ☒ b) Formula bar
- c) Title bar
- d) Sheet tabs

### Question 217

How does a reference to a range appear in the Consolidate dialog box?

- a) SheetName!B3!:D7!
- b) SheetName\$B3\$:D7
- ☒ c) SheetName!\$B\$3:\$D\$7
- d) SheetName!B3:D7

### Question 218

All macro keyboard shortcuts include the \_\_\_\_\_ key

- a) Alt
- ☒ b) Ctrl
- c) F11
- d) Shift

### Question 219

Which of the following shortcuts can be used to insert a new line in the same cell?

- a) Enter
- ☒ b) Alt + Enter
- c) Ctrl + Enter
- d) Shift + Enter

### Question 220

What is the shortcut key to insert new sheet in current workbook?

- a) F11
- b) Alt + F11
- c) Ctrl + F11
- ☒ d) Shift + F11

### Question 221

To create multiple line in a single cell, we can press

- ☒ a) ALT+ENTER
- b) SHIFT+ENTER
- c) CTRL+ENTER
- d) SHIFT+CTRL+ENTER

### Question 222

Text formulas:

- a) Replace cell references
- b) Return ASCII values of characters
- ☒ c) Concatenate and manipulate text
- d) Show formula error value

### Question 223

Which of the following is not an underline option in the format cells dialog box?

- a) Double
- b) Single Accounting
- c) Double Accounting
- ☒ d) Single Engineering

### Question 224

Multiple calculations can be made in a single formula using

- a) standard formulas
- ☒ b) array formula
- c) complex formulas
- d) smart formula

### Question 225

Comments put in cells are called

- a) Smart tip
- ☒ b) Cell tip
- c) Web tip
- d) Soft tip



### Question 226

What term describes the workbook with an external reference formula?

- ☒ a) Dependent workbook
- b) External workbook
- c) Path workbook
- d) Source workbook

### Question 227

To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a) Unfreeze panes command on the window menu
- ☒ b) Freeze panes command on the window menu
- c) Hold titles command on the edit menu
- d) Split command on the window menu

### Question 228

To get the square root of a number ,we use

- a) SIN()
- ☒ b) SQRT()
- c) SQT()
- d) SRT()

### Question 229

Which area in an excel window allows entering values and formulas

- a) Title bar
- b) Menu bar
- ☒ c) Formula bar
- d) Standard toolbar

### Question 230

Which of the following is the oldest spreadsheet package?

- ☒ a) VisiCalc
- b) Lotus 1-2-3
- c) Excel
- d) StarCalc

### Question 231

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

- ☒ a) Constant
- b) Cell address
- c) Variable
- d) Static

### Question 232

Which of the following component displays the contents of active cell?

- a) Name box
- ☒ b) Formula bar
- c) Menu bar
- d) Status bar

### Question 233

Which of the following workbook files obtains data from other workbooks?

- ☒ a) Dependent
- b) Sample
- c) Source
- d) Summary

### Question 234

Presenting data in a form of graph, we use

- a) CLIP ART
- b) WORDART
- ☒ c) CHART
- d) SYMBOL

### Question 235

"Qtr 1, Qtr 2, Qtr 3" is an example of a

- a) Formula
- b) Function
- ☒ c) Series
- d) Syntax



### Question 236

To drag a selected range of data to another worksheet in the same workbook,

- ☒ a) Ctrl key
- b) Shift key
- c) Alt key
- d) Tab key

### Question 237

In order to perform a calculation in a spreadsheet, you need to use a:

- a) variable
- ☒ b) formula
- c) field
- d) table

### Question 238

It is acceptable to let long text flow into adjacent cells on a worksheet when

- a) Data will be entered in the adjacent cells
- ☒ b) No data will be entered in the adjacent cells
- c) There is no suitable abbreviation of the text
- d) There is not time to format the text

### Question 239

A function inside another function is called a ..... Function.

- ☒ a) Nested
- b) Round
- c) Sum
- d) Text

### Question 240

Following which is a part of Microsoft Office

- ☒ a) Excel
- b) Mozilla Firefox
- c) Google Chrome
- d) All of above

### Question 241

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

- ☒ a) gradient
- b) pattern
- c) solid
- d) texture

### Question 242

When creating a vertical page break

- a) The active cell must be A1 .
- b) The active cell can be anywhere in the worksheet
- ☒ c) The active cell must be in row 1
- d) The active cell must be in column A

### Question 243

The \_\_\_\_\_ Chart wizard term data categories refers to;

- a) A chart plot area
- ☒ b) A horizontal axis
- c) The organization of individual values with a charts data series
- d) The data range that supply chart data

### Question 244

Weight refers to

- ☒ a) The print density of characters
- b) The width of the printed character
- c) The height of the printed character
- d) The design and appearance of characters

### Question 245

A smart tag will be removed from a cell when

- a) the cell is moved
- b) the cell is hidden
- ☒ c) the data in the cell is changed or deleted
- d) the formatting of the cell is changed



### Question 246

What happens if you open a workbook with restricted access?

- a) The sheets are hidden.
- ☒ b) The security message panel opens.
- c) The links are broken.
- d) The formulas are deleted.

### Question 247

You can group noncontiguous worksheets with

- a) The alt+enter Key
- ☒ b) The ctrl key and mouse
- c) The shift key and the mouse
- d) The group button on the standard toolbar

### Question 248

Can you set left indentation for a cell in Excel?

- a) Excel does not have indentation feature
- b) You can specify indentation only if you turn the rulers on
- ☒ c) Indentation can be set from Format Cells dialog box
- d) The indentation can be specified only when printing

### Question 249

What tool is used to split the window into different parts of the same worksheet?

- a) The title bar
- b) The scroll bar
- c) The toolbar
- ☒ d) The split box

### Question 250

Which button do you click to add up a series of numbers?

- ☒ a) The autosum button
- b) The Formula button
- c) The quicktotal button
- d) The total button

### Question 251

Which of the following is invalid statement?

- a) Some picture can be applied as a background of a sheet
- b) You can set the column width automatically fit the amount of text
- c) Sheet tabs can be colored
- d) ☒ The width of a row and be specified manually or fit automatically

### Question 252

When you link data maintained in an excel workbook to a word document

- a) The word document cannot be edit
- b) ☒ The word document contains a reference to the original source application
- c) The word document must contain a hyperlink
- d) The word document contains a copy of the actual data

### Question 253

H lookup options presenting

- a) MS Word
- b) ☒ Excel
- c) Notepad
- d) None of these

### Question 254

Which of the following attributes applies to linked workbooks?

- a) They are the same size.
- b) ☒ They depend on one another.
- c) They are located in the same folder.
- d) They are signed by one worker.

### Question 255

A data map is helpful

- a) When you have too much data to chart
- b) ☒ To show a geographic distribution of data.
- c) To compare data points
- d) To show changes in data over time



### Question 256

You can open the scenario Manager dialog box by choosing scenarios from the ..... menu.

- a) View
- b) Insert
- c) Format
- d) ☒ Tools

### Question 257

MS-EXCEL can be used to automate

- a) Accounts receivable, accounts payable
- b) ☒ Any of the above
- c) Financial statements, Business forecasting
- d) Transaction registers, inventory control

### Question 258

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

- a) Hyperlink
- b) Index
- c) Rows
- d) ☒ Transpose

### Question 259

When consolidating by category, what option must be selected in the Consolidate dialog box?

- a) Create links to source data
- b) ☒ Top row and Left column
- c) Use all references
- d) Update values

### Question 260

Getting data from a cell located in a different sheet is called ...

- a) Functioning
- b) ☒ Referencing
- c) Accessing
- d) Updating

### Question 261

All worksheet formula

- a) Manipulate values
- b) Manipulate labels
- ☒ c) Return a formula result
- d) Use the addition operator

### Question 262

If you want to have a blank line after the title in a worksheet,

- ☒ a) what is the best thing for you to do?
- b) Insert a row
- c) Re-format the spreadsheet Increase the column width
- d) Use the spacebar

### Question 263

To edit data in an embedded Excel worksheet object in a Word document

- ☒ a) Use the Excel menu bar and toolbars inside the word application
- b) Edit the hyperlink
- c) Edit the data in a Excel source application
- d) Use the Word menu bar and toolbars

### Question 264

When you insert an excel file into a word document.

- a) The data are
- ☒ b) Hyperlinked placed in a word table Linked
- c) Embedded
- d) Use the word menu bar and toolbars

### Question 265

To create a formula, you can use:

- a) Values but not cell references
- b) Cell references but not values
- c) Values or cell references although not both at the same time
- ☒ d) Value and cell references



### Question 266

What will be the result if you type =A1=B1 in cell C1?

- a) Yes or No
- b) True or False
- c) Value of A1
- d) Value of B1

### Question 267

What term describes a background that appears as a grainy, non smooth surface?

- a) Pattern
- b) Gradient
- c) Texture
- d) Velvet

### Question 268

Which menu option can be used to split windows into two

- a) Format > window
- b) View > window > split
- c) ☒ Window > split
- d) View > split

### Question 269

You can use the horizontal and vertical scroll bars to

- a) Split a worksheet into two panes
- b) ☒ View different rows and columns
- c) Edit the contents of a cell
- d) view different worksheets

### Question 270

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

- a) Range
- b) ☒ Scenario
- c) Trend line
- d) What-if analysis

### Question 271

Rounding errors can occur

- ☒ a) When you use multiplication, division or exponentiation in a formula
- b) When you use addition and subtraction in a formula
- c) Because Excel uses hidden decimal places in computation
- c) When you show the results of formulas with different decimal places than the calculated results

### Question 272

Files created with Lotus 1-2-3 have an extension

- a) DOC
- b) XLS
- ☒ c) 123
- d) WK1

### Question 273

The Software which contains rows and columns is called \_\_\_\_\_

- a) Database
- b) Drawing
- ☒ c) Spreadsheet
- d) Word processing

### Question 274

An excel workbook is a collection of

- a) Workbooks
- b) Worksheets
- c) Charts
- ☒ d) Worksheets and charts

### Question 275

Which one is the last column header in Excel 2007?

- ☒ a) XFD
- b) XFX
- c) XFL
- d) XFT



### Question 276

If you are the administrator, what is an option for editing a document with restricted access?

- ☒ a) You can change the permission.
- b) You can break the links.
- c) You can rename the workbook.
- d) You can cut and copy the workbook.

### Question 277

You can set Page Border in Excel from

- a) From Border tab in Format Cells dialog box
- b) From Border tool in Formatting toolbar
- c) From Line Style tool in Drawing toolbar
- ☒ d) You can not set page border in Excel

### Question 278

Each excel file is called a workbook because

- a) It can contain text and data
- b) It can be modified
- ☒ c) It can contain many sheets including worksheets and chart sheets
- d) You have to work hard to create it

### Question 279

What should be add before a fraction to avoid entering it as a date?

- a) //
- b) FR
- c) Zero
- ☒ d) Zero Space

### Question 280

Which of the following is true about Find and Replace in Excel

- ☒ a) Ctrl+H
- b) Ctrl+P
- c) Ctrl+K
- d) Ctrl+M