



STUDENT SUCCESS

By JS Dhanju

COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -1

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-21)

Q 1. Microsoft Excel is a powerful_____

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

Q 2. Excel files have a default extension of

- a) Xlsx**
- b) Xlw
- c) Wk1
- d) 123



Q. An excel workbook is a collection of

- a) Workbooks**
- b) Worksheets**
- c) Charts**
- d) Worksheets and Charts**

Follow on Instagram for Queries @js_dhanju



FILE EXTENSIONS USED IN MS EXCEL

- ✓ Excel 2007, 2010, 2013, 2016 or Above – .xlsx
X is used for XML file.
- ✓ Excel 2003 – .xls
- ✓ .xlsm - **XLSM** files are similar **XLSX** files but with support of macros.

Follow on Instagram for Queries @js_dhanju

Q3. Which of the following is latest version of Excel?

- a) 2007
- b) 2019**
- c) 2003
- d) 2016

Q4. Which area in an excel window allows entering values and formulas?

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

Q5. Which symbol must all formula begin with?

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

Q6. Ms-Excel is based on?

- a) WINDOWS
- b) DOS
- c) UNIX
- d) OS/2



Q 7. To save a workbook, you:

- a) Click the Save option in File Menu**
- b) Press Ctrl+F5**
- c) Click Save on Windows Start button**
- d) Select Edit Save**

Q 8. The first cell in excel worksheet is labeled as

- a) AA**
- b) A1**
- c) Aa**
- d) A0**



Q 9. Excel displays the current cells address in the _____

- a) Formula bar
- b) Status bar
- c) Name box**
- d) Title bar

Q 10. The name box

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

Q 11. What is the shortcut key to hide entire row?

- a) Ctrl + H
- b) Ctrl + R
- c) Ctrl + 9**
- d) Ctrl + -

Q 12. A worksheet can have maximum _____ number of rows in Excel 2019 ?

- a) 256
- b) 10,48,576**
- c) 32000
- d) 65535

Number of Columns = 16,384



Q 13. What is the shortcut key to replace a data within sheet

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

Q 14. To select an entire column in MS-Excel , press?

- a) Ctrl + C
- b) Ctrl + Arrow Key
- c) Ctrl + S
- d) None of the above**



Q 15. What is the shortcut key to highlight the entire column?

- a) Ctrl+ C
- b) Ctrl+ Enter
- c) Ctrl+ PageUp
- d) Ctrl+ Spacebar

Highlight Entire Row = Shift + Spacebar

Q 16. What do you mean by Workspace?

- a) Group of columns
- b) Group of worksheets
- c) Group of Rows
- d) Group of Workbooks

Q 17. The software which contains rows and columns is called

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

Q 18. Which of the following syntax is correct regarding SUM function in Excel?

- a) =SUM(A1,B1)
- b) =SUM(A1:B9)
- c) =SUM (A1:A9,B1:B9)
- d) All of the above**



Q 19. What is the symbol for dividing?

- a) /
- b) %
- c) &
- d) #

Q 20. What is the symbol of multiplying?

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



Follow this channel on other Social Media Platforms:



[/StudentSuccess.official](#)



[/js_dhanju](#)



[/StudentSuccessByJSdhanju](#)



[StudentSuccessByJSdhanju](#)



Follow on Instagram for Queries @js_dhanju

COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -2

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-22)

Q 21. What is an example of function?

- a) =add(A1:A2)
- b) =A1+A2
- c) =SUM(A1:A2)
- d) A1+A2

Q 22. What is an example of formula ?

- a) =A1+A2
- b) =add(A1:A2)
- c) A1+A2
- d) SUM(A1:A2)



Q 23. Which key do you press to check spelling?

a) F3

b) F5

c) F7

d) F9

Q 24. Where a row and column meet, what do you call that?

a) A cell

b) A block

c) A box

d) None of the above



Q 25. Which of the following is not a term of MS-Excel?

- a) Cells
- b) Rows
- c) Columns
- d) Document**

Q 26 Which chart can be created in Excel?

- a) Area
- b) Line
- c) Pie
- d) All of these**



Q 27. Ctrl+D shortcut key in Excel will

- a) Open the font dialog box
- b) Apply double underline for the active cell
- c) Fill down in the selection**
- d) None of above

Q 28. In order to perform a calculation in a spreadsheet, you need to use a:

- a) Table
- b) Formula**
- c) Field
- d) variable



Q 29. Formatting a cell in Currency , you can specify

- a) Decimal Places
- b) Currency Symbol
- c) Both of above**
- d) None of above

Q 30. Which of the following is not an option of spelling dialog box?

- a) Edit**
- b) Ignore
- c) Ignore all
- d) Change



Q 31. You can add image to a template by clicking the Picture from _____.

- a) Design
- b) Slide Show
- c) Insert**
- d) Review

Q 32. Which of the following is not an example of a value?

- a) 350
- b) May 10, 2001
- c) 0.57
- d) Serial Number 50771**



Q 33. 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**

Q 34. Which of the following is not a valid data type in excel?

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



Q 35. Hyperlinks can be

- a) Text
- b) Drawing objects
- c) Pictures
- d) All of above**

Q 36. You can open the Sort dialog box by choosing Sort from

- a) View
- b) Formats
- c) Tools
- d) Data**



Q37. In Excel, by default Numeric Values appears in

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

Q 38. 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



Q 39. "New Comment" options can be found under _____tab

- a) Insert
- b) Data
- c) Review**
- d) View

Q 40. In maximum, how many sheets can be set as a default while creating new workbook?

- a) 254
- b) 255**
- c) 256
- d) No limit



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -3

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-23)

Q 41. A typical worksheet has _____ number of columns in Excel 2019.

a) 16,384

b) 32,000

c) 65,535

d) 1,024

Number of rows = 10,48,576

Q 42. How many characters can be typed in a single cell in Excel?

a) 1,024

b) 32,767

c) 256

d) 65,535



Q 43. You can activate a cell by

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

Q 44. 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**



Q 45. Concatenation of text can be done using

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

Q 46. Data can be arranged in a worksheet in a easy to understand manner using

- a) auto formatting
- b) applying styles
- c) changing fonts
- d) All of above



Q 47. Which of the following is invalid statement?

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

Q 48. 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 the above



Q 49. 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**

Q 50. What does the VLOOKUP function do?

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



Q 51. Which of the following methods can not be used to enter the 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

Q 52. Which of the following will not cut information?

- a) Pressing Ctrl+C**
- b) Selecting Cut from quick access toolbar
- c) Clicking the cut button on Home Tab
- d) Pressing Ctrl+X

Q 53. This type of software is similar to an accountant's worksheet

- a) Word processing
- b) Database
- c) Spreadsheets**
- d) Graphics

Q54. Which of the following is the oldest spreadsheet package?

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



Q 55. Which of the following is a popular DOS based spreadsheet package ?

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

Q56. A worksheet range is a

- a) A command used for data modeling
- b) A range of values such as from 23 to 234
- c) A group of cells**
- d) A group of worksheets

Q 57. 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**

Q 58. To copy cell contents using drag and drop press the

- a) End key
- b) Shift key
- c) **Ctrl key**
- d) Esc key

Q59. Each excel file is called a workbook beacuse

- a) It can contain text and data
- b) It can be modified
- c) It can contain many worksheets and charts**
- d) You have to work hard to create it

Q60. Which button do you click to add up series of numbers?

- a) The autosum button**
- b) The formula button
- c) The quicktotal button
- d) The total button

COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -4

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-24)

Q 61. Which function will you use to enter current time in a worksheet cell?

a) =today()

b) ctrl + shift + ;

Current Date: ctrl + ;

c) =now()

d) =time()

Q 62. Which of the following is not a valid Zoom percentage in Excel?

a) 10

b) 100

c) 300

d) 500



Q 63. 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

Q 64. Macros "run" or executed from the menu

- a) Insert
- b) Format
- c) View**
- d) data



Q 65. How are data organized in a spreadsheet

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

Q 66. In a worksheet you can select

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



Q 67. 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 graph only

Q68. You want to track the progress of the stock market on a daily basis. Which type of chart should you use ?

- a) Pie chart
- b) Row chart
- c) Line chart**
- d) Column chart



Q 69. 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**

Q 70. You can use the horizontal and vertical scroll bars to

- a) Split a worksheet into two panes
- b) View different rows and columns to edit the contents of a cell**
- c) Edit the content of a cell
- d) View different worksheets

Q 71. Which symbol is used before a number to make it a label?

- a) =(equal)
- b) "(quote)
- c) _(underscore)
- d) '(apostrophe)**

Q 72. Right clicking something in Excel

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

Q 73. To delete an embedded object, 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**

Q 74. 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



Q 75. To create a formula, you can use

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

Q 76. Excel probably considers the cell entry January 1, 2000 to be a

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



Q77. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet ?

- a) Press Ctrl+Home**
- b) Press Home**
- c) Press Shift+Home**
- d) Press Alt+Home**

Q 78. Which of the following methods can not be used to edit the contents of a cell

- a) Press the Alt key**
- b) Clicking the formula bar**
- c) Pressing the F2 key**
- d) Double clicking the cell**

Q79. MS-Excel provides the default value for steps in Fill Series dialog box?

a) 0

b) 1

c) 5

d) 10

Q 80. In the formula, which symbol specifies the fixed columns or rows?

a) \$

b) *

c) %

d) &



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -5

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-25)

Q 81. 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 Insert Menu**
- b) Freeze panes command on the View Menu**
- c) Hold titles command on the Data Menu**
- d) Split command on the window menu**

Q 82. You can enter which type of data into worksheet cells?

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

Q 83. Which tool you will use to join some cells and place the content at the middle of joined cell

- a) From View Tab click on Merge cells check box
- b) From format cells dialog box select the centered alignment
- c) From Insert Tab choose Merge and Center
- d) Click on Merge and Center tool on Home Tab**

Q 84. Which button do you click to add up a series of numbers?

- a) The autosum button**
- b) The formula button
- c) The quick button
- d) The total button

Q85. Which of the following Excel screen components can NOT be turned on or off?

- a) Formula bar
- b) Status bar
- c) Toolbar
- d) None of the above

Q86. Which of the following option is not available in Paste Special dialog box?

- a) Add
- b) Subtract
- c) Divide
- d) SQRT

Q87. Which command will you choose to convert a column of data into row?

- a) Cut and Paste
- b) Right Click>>Paste Special>>Transpose**
- c) Both of above
- d) None of above

Q 88. Long text can be broken down into many lines within a cell. You can do this through

- a) Wrap Text from Home Tab**
- b) Justify in Edit>>Cells
- c) Wrap Text >Cells ,Layout tab
- d) All of above

Q89. Which of the following series type is not valid for Fill Series dialog box?

- a) Linear
- b) Growth
- c) Autofill
- d) Time

Q 90. Which of the following you can use in Paste Special command

- a) Validation
- b) Formats
- c) Formulas
- d) All of the above

Q91. 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()

Q 92. How do you rearrange the data in ascending or descending order

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

Q 93. How many worksheets can a workbook have ?

- a) 3
- b) 8
- c) 255
- d) Limited by Available memory**

Q 94. Which would you choose to create a bar diagram?

- a) Edit, Chart
- b) Insert, Chart**
- c) Tools, Chart
- d) Format, Chart



Q 95. Which setting you must modify to print a worksheet using letterhead?

- a) Paper
- b) Margin**
- c) Layout
- d) Orientation

Q 96. We can save and protect the workbook by

- a) Write Reservation Password
- b) Protection Password
- c) Read Only Recommended
- d) Any of above**



Q 97. In order to perform a calculation in a spreadsheet, you need to use a :

- a) Table
- b) Formula**
- c) Field
- d) Variable

Q 98. You accidentally erased a record in the sheet. What command can be used to restore it automatically?

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

Shortcut: CTRL+Z



Q 99. NOT, AND, OR and XOR are

- a) Logical operators**
- b) Arithmetic operators**
- c) Relational operators**
- d) None of above**

Q 100. MS-Excel can be used to automate

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



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -6

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-26)

Q 101. What is the shortcut key to hide entire column?

- a) Ctrl + -
- b) Ctrl + 0
- c) Ctrl + H
- d) Ctrl + C

**Shortcut to Hide Entire Row:
CTRL + 9**

Q 102. What is the shortcut key to insert new sheet in current workbook?

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



Q 103. Multiple Calculations can be made in a single formula using

- a) Standard formula
- b) Array Formula**
- c) Complex formula
- d) Smart formula

Q 104. How do you wrap the text in a cell?

- a) Format cells, font
- b) Format cells, protection
- c) Format cells, number
- d) Format cells, alignment**

Q 105. 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

Q 106. Excel uniquely identifies cells within a worksheet with a cell name

- a) Cell names
- b) Column number and row letters
- c) Column letters and row numbers
- d) All of above

Q 107. 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) Specific only certain print areas
- d) All of above

Q 108. Data can be arranged in a worksheet in an easy to understand manner using

- a) Auto formatting
- b) Applying styles
- c) Changing fonts
- d) All of above



Q 109. 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**
- d) When you show the results of formulas with different decimal places than the calculated results**

Q 110. Which of the following is correct?

- a) =AVERAGE(4,5,6,7)**
- b) =AVERAGE(A1,B1,C1)**
- c) =AVERAGE(A1:A9,B1:B9)**
- d) All of above**



Q 111. Excel worksheet cells work very similarly to what common element of the window graphical user interface.

- a) Option buttons
- b) List boxes
- c) Text boxes**
- d) Combo boxes

Q 112. 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

Q 113. Except for the _____ function, or formula with a logical function shows the word "TRUE" or " FALSE" as a result

- a) IF**
- b) AND**
- c) OR**
- d) NOT**

Q 114. Chart tips can

- a) Show the formatting of a data label**
- b) Show the name of a data series**
- c) Show the value of data point**
- d) b and c**

Q 115. 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 button

Q 116. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

- a) Work sheet
- b) Chart sheet
- c) Module sheet
- d) Data sheet**

Q 117. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?

- a) Rows and columns
- b) Headings
- c) Speed
- d) None

Q 118. 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



Q 119. 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

Q 220. Which of the formulas will Excel Not be able to calculate

- a) =10+50
- b) =B7+B1
- c) =B7+14
- d) 10+50**

COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -7

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-27)

Q 121. You can use drag and drop method to

- a) Copy cell contents
- b) Move cell contents
- c) Add cell contents
- d) A and B**

Q 122. It is acceptable to let long text flow into adjacent cells in 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 not suitable abbreviation of the text
- d) There is no time to format the text



Q 123. The Paste Special command lets you copy and paste

- a) Multiply the selection by a copied value
- b) Cell comments
- c) Formatting options
- d) The resulting values of a formula instead of the actual formula**

Q 124. To insert three columns between D and E you would

- a) Select column D
- b) Select column E
- c) Select column E, F and G**
- d) Select column D, E and F



Q 125. 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

Q 126. 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

Q 127. You can drag and drop to embed excel worksheet data in a word document

- a) By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl Key**
- b) By dragging a range of excel data to the word button on the taskbar while pressing Shift Key**
- c) By dragging a range of excel data to the word button on the taskbar while pressing Alt Key**
- d) None of Above**

Q 128. 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**

Q 129. You can select a single range of cells by

- a) Clicking the upper-left cell in a group of cells and then pressing the shift key while creating lower right cell in a group of cells
- b) Pressing the Ctrl key while dragging over the desired cells
- c) Pressing Shift Key and an Arrow Key
- d) Dragging over the desired cells**

Q 130. When you group worksheets

- a) you can enter variable data on multiple worksheets at one time
- b) you can print more than one worksheet at a time
- c) you can enter common data, formats, and formulas on multiple worksheets at one time
- d) b and c**

Q 131. 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 menu**
- c) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- d) All of the above

Q 132. You can check the conditions against _____when applying conditional formatting

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

Q 133. The number in our worksheet look like this: 1000. You want them to look like this: \$1,000. How can you accomplish this?

- a) Select Format> Money from the menu
- b) Click the Currency Style button on the formatting toolbar (Home tab).**
- c) You have to retype everything and manually add the dollar signs, commas, and decimals.
- d) None of above

Q 134. Which of the following is an absolute cell reference?

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



Q 135. 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

Q 136. Hyperlinks cannot be

- a) Special shapes like stars and banners
- b) Drawing objects like rectangle ovals
- c) Pictures
- d) All can be hyperlinks**

Q 137. Which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?

- a) Use Ctrl to select all three cells, then click the paste button on the standard toolbar
- b) Copy the selected cell, then select the other two cells, click style on the Format menu, then click Modify
- c) Click format painter on the formatting toolbar twice then click in each cell you want to copy the formatting to...
- d) All of the above

Q 138. Tab scroll buttons are placed on Excel screen

- a) Towards the bottom right corner
- b) Towards the bottom left corner
- c) Towards the top right corner
- d) Towards the top left corner

Q 139. Documentation should include

- a) Destination and users of the output data
- b) Source of input data
- c) Information on the purpose of the workbook
- d) **All of the above**

Q 140. The default header for a worksheet is

- a) Your name
- b) The date and time
- c) The sheet tab name
- d) **None**



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -8

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-28)

Q 141. Which function will you use to enter current time in a worksheet cell?

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

Q 142. You can group noncontiguous worksheets with

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



Q143. Weight refers to

- a) The print density of characters**
- b) The height of the printer character**
- c) Upright or slanted shade**
- d) The design and appearance of characters**

Q144. You need the insert function dialog box.

- a) Right click a cell and then click insert**
- b) Click on functions in Home tab**
- c) Type = in cell**
- d) All of above**



Q 145. What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20?

- a) Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows**
- b) Select the range you want, include both cells, point to fill on the Edit menu, and then click down.**
- c) Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the Paste button, and then click Paste Special.**
- d) All of above**

Q 146. A function inside another function is called a Function.

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

Function1(Function2, Function3)



Q 147. Which function calculates your monthly mortgage payment?

- a) PMT(Payment)**
- b) NPER(Number of Periods)**
- c) PV(Present Value)**
- d) All of above**

Q 148. What is an expression that tells how the numbers in determined set of cells are to be calculated?

- a) Formula**
- b) Field**
- c) Data**
- d) Query**

Q 149. If you are working in English(US), Chinese or Japanese, Excel 2016 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?

- a) Add speak cells on enter command from quick access toolbar**
- b) Click validation on the data menu**
- c) Point to speech on the tools menu, and then click speech recognition**
- d) All of above**

Q 150. To copy cell contents using drag and drop, press the

- a) End Key**
- b) Shift Key**
- c) Esc Key**
- d) Ctrl Key**

Q 151. If you press ..., the cell accepts your typing as its contents.

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

Q 152. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?

- a) F3**
- b) F5**
- c) F7**
- d) F11**



Q 153. You can use the formula palette to

- a) Format cells containing numbers
- b) Create and edit formulas containing functions**
- c) Entered assumptions data
- d) Copy a range of cells

Q 154. “Qtr 1, Qtr 2, Qtr 3” is an example of a

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



Q 155. You can edit existing Excel data by pressing the

- a) F1 Key
- b) F2 Key**
- c) F3 Key
- d) F4 Key

Q 156. 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**



Q 157. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

- a) Go to File-Save As - Save As Type - Excel worksheet
- b) Right click on the spreadsheet tab and select DELETE**
- c) Right click on the spreadsheet and select Insert - Entire Column
- d) None of above

Q 158. Which feature describes a background that appears as a grainy, non smooth surface

- a) Gradient**
- b) Pattern
- c) Solid
- d) Texture



Q 159. The Spelling Tool is placed in _____ Tab.

- a) Insert
- b) Review**
- c) View
- d) Formula

Q 160. Formatting a cell in Currency, you can specify

- a) Decimal Places
- b) Currency Symbol
- c) Both of above**
- d) None of above



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -9

(TOP 20 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-29)

Q 161. 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

Q 162. 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

Q 163. Which of the cell pointer indicate that you can make selection

- a) Doctor's Symbol (Big Plus)**
- b) Small thin plus icon**
- c) Mouse Pointer with anchor at the tip**
- d) None of above**

Q 164. Which of the cell pointer indicate that you can fill series

- a) Doctor's Symbol (Big Plus)**
- b) Small thin plus icon**
- c) Mouse Pointer with anchor at the tip**
- d) None of above**

Q 165. Which one is the last column header in Excel 2019?

- a) XFD**
- b) XFX**
- c) XFL**
- d) XFT**

Q 166. How can you remove borders applied in cells?

- a) Choose None on Border Tab of Format cells**
- b) Open the list of Border tool in Home tab and choose no border**
- c) Both of above**
- d) None of above**



Q 167. 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**

Q 168. Which of the following you can paste selectively using Paste Special Command?

- a) Validation
- b) Formats
- c) Formulas
- d) **All of above**

Q 169. Paste Special allows some operations while you paste to new cell. Which of the following operation is valid?

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

Q 170. Comments put in cells are called

- a) Smart Tip
- b) Cell Tip**
- c) Web Tip
- d) Soft Tip

Shortcut: Shift + F2

171. 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 for 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

Q 172. Getting data from a cell located in a different sheet is called

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

Q 173. What happens when you press Ctrl + X after selecting some cells in Excel?

- a) The cell content of selected cells disappear from cell and store in clipboard
- b) The cells selected are marked for cutting**
- c) The selected cells are deleted and the cells are shifted left
- d) The selected cells are deleted and cells are shifted up

Q 174. In EXCEL, you can sum a large range of data by simply selecting a tool button called...?

- a) AutoFill
- b) Auto correct
- c) Auto Sum**
- d) Auto format

SHORTCUTS USED IN MS-EXCEL

S NO.	OPERATION	SHORTCUT
1.	CUT	CTRL + X
2.	COPY	CTRL + C
3.	PASTE	CTRL + V
4.	SAVE	CTRL + S
5.	SELECT ALL	CTRL + A

Q 175. Which function is not available in the consolidate dialog box?

- a) PMT**
- b) Average**
- c) Max**
- d) Sum**

Q 176. Which language is used to create macros in Excel?

- a) Visual Basic**
- b) C**
- c) Visual C++**
- d) Java**



Q 177. Which tool you will use to join some cells and place the content at the middle of joined cell?

- a) From Format Cells dialog box click on Merge Cells check box
- b) From Format Cells dialog box select the Centered alignment
- c) From Format Cells dialog box choose Merge and Center check box
- d) Click on Merge and Center tool on Home Tab**

Q 178. How can you set 0.5 inch 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.

Q 179. Merge cells option can be applied from

- a) Format Cells dialog box alignment tab**
- b) Formatting toolbar**
- c) Both of above**
- d) None of above**

Q 180. You can auto fit the width of column by

- a) Double clicking on the column name on column header**
- b) Double click on the cell pointer in worksheet**
- c) Double clicking on column right border on column header**
- d) Double clicking on the column left border of column header**



COMPUTER MCQ's

(For All Competitive Exams)

(BANK CLERK | SSC | COMPUTER OPERATOR | DATA ENTRY OPERATOR | PATWARI ETC.)

MS EXCEL

SET -10

(TOP 30 QUESTIONS)



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

(PART-30)

Q 181. Selecting the column G & H then choose Insert by right clicking, What will happen?

- a) 2 Columns will be inserted after Column F**
- b) 2 Columns will be inserted after Column G
- c) 2 Columns will be inserted after Column H
- d) 2 Columns will be inserted after Column I

Q 182. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell.

- a) The Setting tab under the menu Data>>Cells
- b) The Setting tab under the menu Data>>Validation**
- c) The Setting tab under the menu Data >>Filter>>Advanced Filter
- d) The Settings tab under the menu Home>>Conditional Formatting

Q 183. If particular workbook have to open each time When Excel started, where that workbook should be placed?

- a) AUTOEXEC FOLDER
- b) AUTOSTART FOLDER
- c) EXCELSTART FOLDER
- d) XLSTART FOLDER

Q 184. If the values in A1 is "MCQ" and B1 is "Questions", Which function will return "MCQ@Questions" in cell C1?

- a) =A1 + "@" + B1
- b) =A1 # "@" # B1
- c) =A1 & "@" & B1
- d) =A1 \$ "@" \$ B1

Q 185. What does COUNTA() function do?

- a) Counts cells having alphabets
- b) Counts empty cells
- c) Counts cells having number
- d) Counts non-empty cells**

Q 186. What is the correct way to refer the cell A10 on sheet3 from sheet 1?

- a) Sheet3!A10**
- b) Sheet1!A10
- c) Sheet3.A10
- d) A1

Q 187. What is entered by the function =today()

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

Q 188. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

- a) F8**
- b) F9**
- c) F10**
- d) F11**

Q 189. The shortcut key CTRL+R is used in Excel to

- a) Right align the content of cell
- b) Remove the cell contents of selected cells
- c) Fill the selection with active cells to the right**
- d) None of above

Q 190. While finding and replacing some data in Excel, which of the following statement is valid?

- a) You can Find and Replace within the sheet or workbook**
- b) Excel does not have option to match case for find
- c) Both are valid
- d) None are valid

Q 191. Which of the following is not true about Find and Replace in Excel

- a) You can search for bold and replace with italics
- b) You can decide whether to look for the whole word or not
- c) You can search in formula too
- d) You can search by rows or columns or sheets

Q 192. Which is the shortcut key to replace a data with another in sheet?

- a) CTRL + R
- b) CTRL + Shift + R
- c) CTRL + H
- d) CTRL+ F

Q 193. 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)

Q 194. If 4/6 entered in a cell without applying any formats, Excel will treat this as?

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



Q 195. To record a sequence of keystrokes and mouse actions to play back later we use:

- a) Media player**
- b) Sound Recorder**
- c) Calculator**
- d) Macro Recorder**

Q 196. What are the tabs that appear at the bottom of each workbook called?

- a) Reference Tabs**
- b) Position Tabs**
- c) Location Tabs**
- d) Sheet Tabs**

Q 197. A _____ is grid with labeled columns and rows.

- a) Dialog box
- b) Worksheet**
- c) Clipboard
- d) Toolbar

Q 198. The active cell:

- a) is defined by a bold border around the cell
- b) Receives the data the user enters.
- c) It is the formula bar
- d) Only A and B**



Q 199. B7:B9 indicates:

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

Q 200. Cancel and Enter button appear in the:

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



Q 201. 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 of above**
- d) None of above

Q 202. Formatting a cell in Number format you can't set

- a) Decimal Places
- b) Use 1000 separator
- c) Negative Numbers
- d) Currency Symbol**

Q 203. Which would you choose to create a bar diagram?

- a) Home, Bar Chart
- b) Insert, Bar Chart**
- c) Page Layout, Bar Chart
- d) Data, Bar Chart

Q 204. What do you call the chart that shows the proportions of how one or more data elements relate to another data element?

- a) XY Chart
- b) Line Chart
- c) Pie Chart**
- d) Column Chart

Q 205. In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a

- a) Calendar**
- b) Photograph of rainfall**
- c) Chart showing rainfall amounts**
- d) Database of rainfall**

Q 206. You are editing an worksheet that you had previously saved. If you want to save the edited sheet without losing the original one, which command should you use?

- a) New**
- b) Save As**
- c) Edit**
- d) Save**

Q 207. 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)**

Q 208. 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**



Q 209. What is the shortcut key to insert new comment in a cell?

- a) F2
- b) ALT + F2
- c) CTRL + F2
- d) **SHIFT + F2**

Q 210. To show/hide the grid lines in Microsoft Excel

- a) **Page Layout>Gridlines>View**
- b) Insert>Gridlines>View
- c) Data>Grid Lines>View
- d) Review>Grid Lines>View

Follow this channel on other Social Media Platforms:



[/StudentSuccess.official](#)



[/js_dhanju](#)



[/StudentSuccessByJSdhanju](#)



[StudentSuccessByJSdhanju](#)



STUDENT SUCCESS BY JS DHANJU

**LIKE
COMMENT
SHARE**

