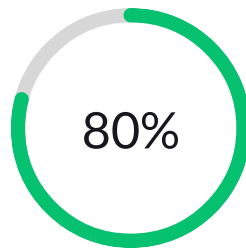




Test Detailed Report



Status: PASS

Marks: 24

Obtained: 24/30

Accuracy: 76.0

No. of Attempts:1

Negative Marks:0

Total Question: 25

Attempt Question: 25

Correct Question: 19

Marks per Question

Easy: 0.5

Medium: 1

Hard: 1.5

Very Hard: 2

Take Tour!

Detailed Analysis

[Question Wise](#)

Q1. How can we copy or drag a formula to other cells without disrupting it?

Skill:Excel
Basics

- ☐ Protect sheet
- ☐ Cell referencing
- ☐ Flash Fill
- ☐ Format Painter

Marks Obtained: 0

Explanation

Using cell referencing the formula can be copied to another cell

Q2. Using what metric, we can arrange the data in alphabetical order

Skill:Excel
Basics

- ☐ Sorting
- ☐ Filtering

Take Tour! [Viewing](#)

☐ Moving

Marks Obtained:0.5

Explanation

Sorting is arranging the data in alphabetic order

Q3. Sheet 16: How many sales Smith have performed in the 'West' region?

Dataset Link :

<https://docs.google.com/spreadsheets/d/104Nja5yfSFUCixFUzmizEePTerWusp=sharing>

☐ 4

☐ 5

☐ 6

☐ 7

Marks Obtained: 0

Explanation

Take Tour!

Q4. Sheet 14: What is the total sum of commission for Smith and Ted ? Dataset Link: <https://docs.google.com/spreadsheets/d/104Nja5yfSFUCixFUzmizEePTerWkusp/sharing>

☐ \$1,291.75

☐ \$1,796.25

☐ \$1,592.75

☐ \$3,573.00

Marks Obtained:0.5

Explanation

Sum of commission for Smith and Ted

Q5. Which command in Excel is used to copy format of the cell to another?

Skill:Excel Basics

☐ Paste

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☐ Print Preview

☐ Format Preview

Marks Obtained:0.5

Explanation

Format Painter is used to copy format to other cells.

Q6. Sheet 7: What is the project length in days if it ends in the same date, next year
<https://docs.google.com/spreadsheets/d/104Nja5yfSFUCixFUzmizEePTerWusp=sharing>

☐ 1504

☐ 370

☐ 1442

☐ 889

Marks Obtained:0.5

Explanation

Take Tour!

Q7. Where will you find the Convert Text to Columns Wizard? Skill: Excel Basics

- ☐ Under the Home tab on the Ribbon, in the Cells group
- ☐ Under the Insert tab on the Ribbon, in the Data group
- ☐ Under the Data tab on the Ribbon, in the Data tools group
- ☐ By pressing the shortcut: Ctrl+W to launch the Wizard

Marks Obtained: 1

Explanation

Ribbon- 'Data' tab ⇔ click on 'Text to Columns' ⇔ 'Convert Text to Columns Wizard' appears Alternatively, use the Excel shortcut either Alt+D+E to open the 'Convert Text to Columns Wizard'.

Q8. Which of the following is a comparison operator for inserting a not equal to argument in an IF, COUNTIF or SUMIF function? Skill: Excel Basics

Take Tour!

☐ <>

☐ >=

☐ ><

Marks Obtained:1

Explanation

For not equal to - <>

Q9. Which cell pointer indicates that you can fill series?

Skill:Excel Basics

☐ doctors symbol(big plus)

☐ Small thin plus icon

☐ Mouse pointer with anchor at tip

☐ None of the Above

Marks Obtained: 0

Take Tour! on

Small thin plus icon is used to indicate that you can fill series.

Q10. What does a date function return?

Skill:Excel Basics

- ☐ Enables year, month and Day arguments
- ☐ Enables Year and Date arguments only
- ☐ Converts a string into a date
- ☐ Converts number into a date

Marks Obtained:1

Explanation

The Excel DATE function creates a valid date from individual year, month, and day components.

Q11. Variables in a categorical column and a numerical column should be counted, which of the following formula will produce the desired outcome?

Skill:Excel Basics

Take Tour!

CountA

☐ CountA, Count

☐ Countif

☐ Countifs

Marks Obtained: 0

Explanation

COUNT only counts cells containing numbers but COUNTA counts all cells that aren't empty.

Q12. A formula that uses the COUNTIF function is broken into two pieces. What are they?

Skill:Excel
Basics

☐ IF and COUNT

☐ Range and Criteria

☐ Operators and Symbols

☐ Functions and calculations

Marks Obtained:1

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Explanation

Syntax is COUNTIF (range, criteria)

Q13. If you want to make sorting as per case then

Skill:Excel Basics

- ☐ Select cells and Alt + F9 + 7
- ☐ Go to sorting, custom sort and select case sensitive
- ☐ Select cells and Ctrl + F7
- ☐ None of the above

Marks Obtained:1

Explanation

Go to sorting, custom sort and select case sensitive

Q14. Which of the following formula will count unique values in a selected range

Skill:Excel Basics

Take Tour! `countif(range_1,range_2))`

- ☐ Count(1/sumif(range_1/range_2))
- ☐ Count(1/sumifs(range_1/range_2))
- ☐ None of the above

Marks Obtained: 0

Explanation

Sum(1/countif(range_1,range_2)) is an array formula to count the unique values

Q15. which excel function is used to join columns?

Skill:Excel Data Wrangling

- ☐ JOIN
- ☐ CONCATENATE
- ☐ both 1,2
- ☐ none of the options mentioned

Marks Obtained:1.5

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conceptual

Q16. How many types of errors does excel handle?

Skill:Excel Basics

☐ 7

☐ 6

☐ 5

☐ 8

Marks Obtained: 0

Explanation

There are 7 types of error: #N/A, #VALUE!, #REF!, #NUM!, #NULL!, #NAME?, #DIV/0!

Q17. Conditional formatting is Dynamic

Skill:Excel Basics

☐ TRUE

Take Tour!

☐ FALSE

Marks Obtained:1.5

Explanation

Conditional formatting is Dynamic

Q18. Which function is used to find the completion date

Skill:Excel Basics

- ☐ Today()
- ☐ Completionday()
- ☐ Workday()
- ☐ Holiday()

Marks Obtained:1.5

Explanation

Workday() function is used to determine completion date

Take Tour!

Q17. Countblank() function is dynamic

Skill:Excel Basics

☐ TRUE

☐ FALSE

Marks Obtained:1.5

Explanation

Countblank() function is dynamic

Q20. A features that displays only the data in column (s) according to specified criteria

Skill:Excel
Basics

☐ Formula

☐ Filtering

☐ Sorting

☐ Pivot

Marks Obtained:1.5

Explanation

Take Tour!

Q21. You wanted to round 1.1 to 2. Which function will you use?

Skill:Excel
Basics

- ☐ round(1.1,0)
- ☐ rounddown(1.1,0)
- ☐ roundup(1.1,0)
- ☐ All the above

Marks Obtained:1.5

Explanation

ROUND(number, num_digits), If num_digits equals 0, the number is rounded to the nearest integer (no decimal places). ROUNDUP(number, num_digits), rounds the number upward (away from 0) to a specified number of digits. ROUNDDOWN(number, num_digits) rounds a number down, toward zero.

Q22. Is filter function dynamic or static?

Skill:Excel Basics

Take Tour!

- ☐ dynamic
- ☐ none
- ☐ both 1,2

Marks Obtained:2

Explanation

It's dynamic. If a change in the original dataset is made, then the filter function automatically updates its results

Q23. Top/Bottom Rules allow you to apply conditional formatting to cells that fall within the top or bottom numbers or percentile. How many items will it allow you to include in the rule?

Skill:Excel
Basics

- ☐ The top or bottom 10 items or top or bottom 10% only.
- ☐ The top 10 items and top 10% only.
- ☐ The top or bottom 100 items only.
- ☐ Any logical number of items or percentages in top or bottom value frames.

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Marks Obtained:2

Explanation

conceptual

Q24. What is the sum of commission in the lookup table? Use two different commission ratio tables provided.

Dataset Link :

<https://drive.google.com/drive/folders/12uxhZckBbBVmZFQOeNbuDkfydVusp=sharing>

- ☐ 1281.15
- ☐ 4861.13
- ☐ 6183.105
- ☐ 6813.105

Marks Obtained:2

Explanation

Method 1- Write the function in E2 cell -

"=IF(B2="ProductLine1",VLOOKUP(C2,\$I\$2:\$J\$5,2,FALSE),VLOOKUP(C2,\$L\$2:\$M\$5,2,FALSE))" formula till the last row. Then in any cell type '=SUM(E2:E49)' to get the sum of commission. Method2- Name the two commission tables as ProductLine1 and ProductLine2.

Take Tour!

the Earned Commission column,E2 cell write the formula as
"`=D2*VLOOKUP(C2,INDIRECT(B2),2,FALSE)`". (The indirect function will give the
or ProductLine2, and depending on that vlookup function will choose the table array
formula till the last row. Then in any cell type '`=SUM(E2:E49)`' to get the total earned

Q25. Which excel function is used to find the number of days between 2 dates?

Skill:Excel Data Wrangling

- ☐ DAYS
- ☐ NETWORKDAYS
- ☐ 1,2
- ☐ only 1

Marks Obtained:2

Explanation

conceptual

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