

Excel Quiz

Ms Excel is a software(spreadsheet) program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions

* Indicates required question

1. Enter your details (Name, Contact, Email) *

2. 1. A program using a table comprising of rows, columns and cells. *

1 point

Mark only one oval.

- ☐ Ms Powerpoint
- ☐ Ms Word
- ☐ Ms Excel
- ☐ Ms Outlook

3. 2.This symbol must be typed first to use a formula *

1 point

Check all that apply.

- ☐ Plus Sign
- ☐ Equal Sign
- ☐ FX
- ☐ Function

4. 3.In Excel, rows are identified by this *

1 point

Check all that apply.

- ☐ Letters
- ☐ Numbers
- ☐ None
- ☐ Both

5. 4. The intersection of a row and a column is called * 1 point

Check all that apply.

- ☐ Active Cell
- ☐ Chart
- ☐ Column
- ☐ Row

6. 5. The space on the spreadsheet where a column and a row intersect * 1 point

Check all that apply.

- ☐ name box
- ☐ entry bar
- ☐ none
- ☐ cell

7. 6. Columns go in what direction? * 1 point

Check all that apply.

- ☐ Vertical
- ☐ Diagonal
- ☐ Horizontal
- ☐ Both 2&3

8. 7. You are not able to open, save, rename and close a file in Excel the way you would in MS Word 1 point

Check all that apply.

- ☐ TRUE
- ☐ FALSE

9. 8. What type of chart is useful for comparing values over categories ? * 1 point

Check all that apply.

- ☐ Pie Chart
- ☐ Dot Graph
- ☐ Column Chart
- ☐ Line Chart

10. 9. Statistical calculations and preparation of tables and graphs can be done using * 1 point

Check all that apply.

- ☐ Notepad
- ☐ Photoshop
- ☐ Spreadsheet software
- ☐ Ms powerpoint

11. 10. A features that displays only the data in column (s) according to specified criteria 1 point

Check all that apply.

- ☐ Formula
- ☐ Filtering
- ☐ Sorting
- ☐ Pivot

12. 11. Which function in Excel tells how many numeric entries are there ? * 1 point

Check all that apply.

- ☐ SUM
- ☐ COUNT
- ☐ NUM
- ☐ MAX

13. 12. What do you use to create a chart?

1 point

Check all that apply.

- ☐ Excel Wizard
- ☐ Data Wizard
- ☐ Chart Wizard
- ☐ Pie Wizard

14. 13. The basic unit of a worksheet into which you enter data in Excel is called a *

1 point

Check all that apply.

- ☐ box
- ☐ cell
- ☐ column
- ☐ table

15. 14. What type of chart is good for single series of data *

1 point

Check all that apply.

- ☐ Pie chart
- ☐ Line Chart
- ☐ Column Chart
- ☐ Cone chart

16. 15. What type of chart is useful for showing trends or changes over time *

1 point

Check all that apply.

- ☐ Dot graph
- ☐ Line graph
- ☐ column chart
- ☐ Pie chart

17. 16. The ____ feature of MS Excel quickly completes a series of data * 1 point

Check all that apply.

- ☐ Filling handle
- ☐ Auto complete
- ☐ Sorting
- ☐ Auto fill

18. 17. The Greater Than sign (>) is an example of ____ operator. 1 point

Check all that apply.

- ☐ Logical
- ☐ Greater
- ☐ Conditonal
- ☐ Arithmetic

19. 18. The process of arranging the items of a column in some sequence or order is * 1 point
known as

20. 19. Which one is not a Function in MS Excel ? * 1 point

Check all that apply.

- ☐ MAX
- ☐ MIX
- ☐ AVG
- ☐ SUM

21. 20. Which function in Excel checks whether a condition is true or not ? * 1 point

Check all that apply.

- ☐ AVERAGE
- ☐ COUNT
- ☐ SUM
- ☐ IF

22. 21. Functions in MS Excel must begin with ____ *

1 point

23. 22. The extension of database file in excel is *

1 point

Check all that apply.

- ☐ .DOC
- ☐ .PPTX
- ☐ .XLS
- ☐ .DBF

24. 23. What is a spreadsheet

1 point

25. 24. Getting data from a cell located in a different sheet is called __ *

1 point

Check all that apply.

- ☐ Referencing
- ☐ Updating
- ☐ Functioning
- ☐ Accessing

26. 25. When integrating MS-Word and Excel, Word is usually the *

1 point

Check all that apply.

- ☐ Source
- ☐ Server
- ☐ Client
- ☐ Host

27. Contact Details *

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