

1. Work sheet tabs appear at the bottom of the Excel window.

- (A) Title bar
- (B) Formula bar
- (C) Work sheet tabs
- (D) Name box

2. What are the basic rectangular building blocks of a spreadsheet?

Cells

- (A) Cells
- (B) Zoom slider
- (C) Help button
- (D) All of these

3. Which of the following is not a term pertaining to spreadsheets?

Browser

- (A) Cell
- (B) Character
- (C) Browser
- (D) Formula

4. Another name for a pre-programmed formula in Excel is

Function

- (A) Cell
- (B) Graph
- (C) Function
- (D) Range

5. Excel is a program that is used to prepare a

Spreadsheet

(A) Slide presentation

(B) Spreadsheet

(C) Text document

(D) Database

5. In which tab wrap text feature is present in MS Excel 2007?

Home

(A) Formulas

(B) View

(C) Insert

(D) Home

6. Which of the following identifies a cell in Excel?

Label

(A) Address

(B) Formula

(C) Name

(D) Label

7. Which term is used to join the selected cells in to one cell?

Merge

(A) Filter

(B) Wrap

(C) Pivot

(D) Merge

8. A formula in Excel always begins with an Equal sign

(A) Equal sign

(B) Colon

(C) Comma

(D) Space

9. Can we prepare custom list in excel?

Yes

(A) Yes

(B) No

(C) May be

10. What is the extension of saved file in MS Excel?

.xls

(A) .xls

(B) .xks

(C) .xos

(D) .xbs

11. Which command is used to close the window of Excel?

Ctrl+F4

(A) Alt+ F4

(B) Ctrl + W

(C) Ctrl +R

(D) Ctrl+ C

12. What is the shortcut key to add filters on table

Ctrl+Shift+L

(A) Ctrl+Shift+M

(B) Ctrl+Shift+L

(C) Ctrl+Shift+N

(D) Ctrl+Shift+P

13. What is the purpose of Pivot table

Both A and B

(A) To prepare the Data

(B) To Analyse the data

(C) Both A and B

(D) None

14. This is not a function category in Excel.

Financial

(A) Logical

(B) Text

(C) Financial

(D) Data series

15. Total number of rows supported in excel

1,048,576

(A) 1,048,576

(B) 1,158,576

(C) 2,048,576

(D) 1,998,576

16. Which Excel function combines the text from multiple ranges and/or strings

CONCAT

(A) MINIFS

(B) CONCAT

(C) MAXIFS

(D) MATCH

17. Which of the following is not a valid function in MS Excel

SUBTRACT()

(A) SUM()

(B) COUNT()

(C) SUBSTRACT()

(D) COUNTA()

18. In MS Excel , Columns are numbered from 1 to onwards and Rows are numbered from A to onwards

(A) Columns, Rows

(B) Rows, Slides

(C) Slides, Rows

(D) Rows, Columns

19. Excel documents are stored as files called

Worksheet

(A) Workgroups

(B) Worktables

(C) Worksheets

(D) Workforce

20. In Ms Excel, to add numeric values in column D, from rows D10 to D15, the formula that should be used is

= SUM(D10:D15)

(A) =SUM(D10,D15)

(B) =COUNT(D10,D15)

(C) =SUM(D10:D15)

(D) Option 1 and 3 are correct

21. Which is NOT a valid Ms Excel formula

SUMADD

(A) SUMPRODUCT

(B) SUMIFS

(C) SUM

(D) SUMADD

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

\$

(A) \$

(B) \*

(C) %

(D) ;

23 . Which of the following is not true regarding Conditional Formatting?

You can set condition to look for Bold and apply Italics on them

- (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

24. To remove the content of selected cells you must issue \_\_\_\_\_ command

Clear Contents

- (A) Delete
- (B) Clear Contents
- (C) Clear All
- (D) Clear Delete

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

Paste Special> Transpose

- (A) Cut and Paste
- (B) Paste Special > Transpose
- (C) Both of above
- (D) None of above

26. Which of the following is the comparison operator?

=

- (A) \*
- (B) ^
- (C) =
- (D) +

27. An Excel Workbook is a collection of Worksheets

- (A) Workbooks
- (B) Worksheets
- (C) Charts
- (D) Worksheets and Charts

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

Apply Conditional Formatting command on Format menu

- (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 above

29. MS-EXCEL is based on WINDOWS

- (A) WINDOWS
- (B) DOS
- (C) UNIX
- (D) OS/2

30. Which sign indicates multiplication?

Asterisk

- (A) Asterisk
- (B) Caret
- (C) Percent sign
- (D) Forward slash

30. In Excel, you can sum a large range of data by simply selecting a tool button called

Auto Sum

- (A) Auto correct



- (B) Auto sum
- (C) Auto format
- (D) Auto Fill

31. Which of the formulas below contain the correct syntax (formula arguments) for the VLOOKUP function?

=VLOOKUP(lookup\_value, table\_array, col\_index\_num, range\_lookup)

- (A) =VLOOKUP(lookup\_value, table\_array, col\_index\_num, range\_lookup)
- (B) =VLOOKUP(table\_array, lookup\_value, col\_index\_num, range\_lookup)
- (C) =VLOOKUP(lookup\_value, table\_array, col\_index\_num, value)
- (D) =VLOOKUP(lookup\_value, table\_array, col\_index\_num, range\_lookup)

32. Microsoft Excel is used for?

All of the above

- (A) Analysis and Data Entry
- (B) Data Management
- (C) Accounting and Budgeting
- (D) All of the above

33. Steps for protecting a sheet by password in MS Excel?

Under the Review Tab, Click on Protect Current Sheet

- A. Under Insert Tab, Click on Protect Sheet
- B. Under Data Tab, Click on Protect Sheet
- C. Under the Review Tab, Click on Protect Sheet
- D. Under the Review Tab, Click on Protect Current Sheet

34. Which function is used to remove extra spaces from the text in MS Excel?

TRIM()

- A. TRIM()
- B. TRUNC()
- C. All of the above
- D. REMOVE()

35. Can we integrate Excel with other applications

A. Yes

B. No

Yes