

Microsoft Excel - Medium Difficulty MCQs

1. Which of the following file extensions is used by default in Excel 2016 and later?

- A) .xls
- B) .xlsx
- C) .xml
- D) .csv

Answer: B

2. What is the default number of worksheets in a new Excel workbook?

- A) 1
- B) 3
- C) 255
- D) Unlimited

Answer: A

3. Which Excel shortcut inserts the current date?

- A) Ctrl + D
- B) Ctrl + ;
- C) Ctrl + Shift + ;
- D) Alt + D

Answer: B

4. The intersection of a row and a column is called:

- A) Range
- B) Table
- C) Cell
- D) Field

Answer: C

5. Which function combines text from multiple cells into one?

- A) CONCATENATE
- B) JOIN
- C) TEXTJOIN
- D) A and C

Answer: D

6. What does the LOWER() function do?

- A) Removes all uppercase letters
- B) Converts text to lowercase
- C) Converts numbers to text
- D) Rounds down numbers

Answer: B

7. Which of these paste special options pastes only formulas?

- A) Paste Special > Values
- B) Paste Special > Formulas
- C) Paste Special > Formats

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D) Paste Special > Transpose

Answer: B

8. What does 'Paste Special > Transpose' do?

- A) Converts text to columns
- B) Swaps rows and columns
- C) Converts formulas to values
- D) Duplicates formatting

Answer: B

9. What is the result of =ROUND(45.678, 1)?

- A) 45.6
- B) 45.67
- C) 45.7
- D) 45

Answer: C

10. =MOD(10,3) returns:

- A) 1
- B) 3
- C) 10
- D) 0

Answer: A

11. In cell referencing, \$A\$1 is known as:

- A) Relative reference
- B) Mixed reference
- C) Absolute reference
- D) Circular reference

Answer: C

12. What is the purpose of a named range in Excel?

- A) Sort data
- B) Store formulas
- C) Use a meaningful name instead of cell references
- D) Create charts

Answer: C

13. What does =TODAY() return?

- A) Current time
- B) Today's date
- C) Tomorrow's date
- D) Day of the week

Answer: B

14. What is the result of =DATEDIF('01/01/2020','01/01/2025','y')?

- A) 5

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- B) 365
- C) 1825
- D) Error

Answer: A

15. Which feature can be used to create a series of weekdays only?

- A) Fill Handle
- B) Flash Fill
- C) Series Dialog Box
- D) Custom Filter

Answer: C

16. How do you define a custom list in Excel?

- A) File > Options > Advanced
- B) File > Options > Formulas
- C) File > Options > General > Edit Custom Lists
- D) View > Custom List

Answer: C

17. Flash Fill works based on:

- A) Formula logic
- B) AI predictions
- C) Pattern recognition
- D) Table structure

Answer: C

18. Which shortcut activates Flash Fill?

- A) Ctrl + E
- B) Ctrl + Shift + F
- C) Alt + E
- D) Ctrl + F

Answer: A

19. Which delimiter is commonly used in 'Text to Columns'?

- A) Space
- B) Comma
- C) Semicolon
- D) All of the above

Answer: D

20. 'Text to Columns' can split text:

- A) Only at commas
- B) Based on delimiter or fixed width
- C) Only at semicolons
- D) Only numbers

Answer: B

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21. Which function calculates the future value of an investment?

- A) PV
- B) FV
- C) RATE
- D) PMT

Answer: B

22. What does the formula =IF(A1>100, 'High', 'Low') return if A1 is 150?

- A) High
- B) Low
- C) Error
- D) TRUE

Answer: A

23. Which function returns TRUE if all conditions are true?

- A) OR
- B) NOT
- C) AND
- D) IF

Answer: C

24. What does the PMT function calculate?

- A) Present Value
- B) Future Value
- C) Loan Repayment Amount
- D) Interest Rate

Answer: C

25. Which feature restricts user input to a dropdown list?

- A) Conditional Formatting
- B) Data Validation
- C) Filter
- D) Sort

Answer: B

26. You can protect a sheet using:

- A) File > Info > Protect Sheet
- B) Home > Format > Protect Sheet
- C) Review > Protect Sheet
- D) Data > Protect Sheet

Answer: C

27. The SUBTOTAL function can:

- A) Perform only SUM
- B) Only average
- C) Perform multiple aggregate functions

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D) Replace VLOOKUP

Answer: C

28. What argument type is used in SUBTOTAL to define the operation (e.g. 9 for SUM)?

A) Function number

B) Operator code

C) Argument tag

D) Method code

Answer: A

29. Conditional Formatting does NOT include:

A) Data Bars

B) Icon Sets

C) Chart Formatting

D) Color Scales

Answer: C

30. To highlight top 10 values in a column, use:

A) Filter

B) Conditional Formatting > Top/Bottom Rules

C) Pivot Table

D) Advanced Filter

Answer: B

31. What does the 'Icon Set' feature in Conditional Formatting do?

A) Adds charts

B) Adds symbols based on values

C) Adds data validation

D) Adds macros

Answer: B

32. Data bars show:

A) Number of characters

B) Graphical representation of values in cells

C) Conditional values

D) Formulas

Answer: B

33. Which feature allows you to filter using criteria like 'greater than 100'?

A) Basic Filter

B) Advanced Filter

C) Custom Filter

D) Data Validation

Answer: C

34. You can sort by:

A) One column only

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- B) Multiple columns
- C) Only text
- D) Only numbers

Answer: B

35. Which Excel feature hides rows that do not match criteria?

- A) Sort
- B) Filter
- C) Subtotal
- D) Data Validation

Answer: B

36. What is required for Advanced Filter to work?

- A) Protected worksheet
- B) Named ranges only
- C) A criteria range
- D) Password

Answer: C

37. Which of the following removes duplicate rows?

- A) Sort
- B) Filter
- C) Advanced Filter > Unique records only
- D) Subtotal

Answer: C

38. What does AutoFilter do?

- A) Encrypts data
- B) Automatically hides cells
- C) Adds filter dropdowns to column headers
- D) Adds conditional formatting

Answer: C

39. Which of the following can be sorted ascending or descending?

- A) Numbers
- B) Text
- C) Dates
- D) All of the above

Answer: D

40. How do you clear filters from a table?

- A) Data > Clear
- B) Home > Delete > Filters
- C) Data > Clear Filter
- D) Data > Sort & Filter > Clear

Answer: D