Excel Questions

MCQ:

1.   Which function in Excel helps in finding out how many numerical entries are there?

   a) NUM

   b)   COUNT

   c) SUM

   d) CHCKNUM

2.   A feature that displays data on a column according to specific criteria?

   a) FORMULA

   b)   FILTER

   c) SORTING

   d) PIVOT

3. What is the use of AUTOSUM command?

   a)   Sum of number's in series.

   b) Sum of number's by leaving one alternate row/column.

   c) Sum of no's and gives the average value.

   d) None of the above.

4. Which data type will be placed on the left corner side of the cell?

   a)   Text

   b) Number

   c) Boolean

   d) Error

5. Which data type will be placed on the right corner side of the cell?

   a) Text

   b)   Number

c) Boolean

d) Error

6. Which data type will be placed in the center of the cell?

a) Text

b) Number

c) Boolean

d)   Error

7. What is the name of the intersection of a column and a row on worksheet?

a) Column

b) Value

c) Address

d)   Cell

8. What type of chart is useful in comparing values versus categories?

a) Pie Chart

b)   Column Chart

c) Bar Chart

d) Stacked Column Chart

9. What function displays row data in a column or column data in a row?

a) Reverse

b)   Transpose

c) Inverse

d) Transfer

10. How are data organized in Excel spreadsheet?

a)   Rows and Columns

b) Lines and Spaces

c) Height and width

d) Only Rows

11. What does the VLOOKUP function do?

a) Look up values that starts with "v"

b) Checks whether the text is same in the other cells/box.

c) ==Find related records.==

d) All the above.

12. A function inside another function is called ?

a) ==Nested Function==

b) Round Function

c) Stacked Function

d) Class function

13. Which of the following functions cannot be used to edit the content of a cell?

a) Pressing Shift key

b) ==Pressing Esc key==

c) Double-Clicking the cell

d) Clicking the Formula Bar

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

a) End key

b) Shift Key

c) Esc key

d) ==None of the above==

15. What is the use of AUTOFILL feature?

a) ==Extends a sequential series of data.==

b) Automatically adds a range of cell values

c) Applies a border around selected cell

d) None of the above

16. Which is used to filter Dates by Years, Months, Quarters and Days?

a) Slicer

b) Date Filter

c) Filter

d) Timeline

17. Which of these not a Text functions?

a) CONCATENATE()

b) TEXT()

c) LEFT()

d) TRIM()

18. Can we find the number of duplicates in a range using COUNTIF() function?

a) True

b) False

19. An Excel workbook is a collection of?

a) Worksheets

b) Workbooks

c) Charts

d) Worksheets and Charts

20. Excel files have a default extension of?

Xls

b) Xlsx

c) Excel

a) d) Xlx

21. How can we use format painter multiple times before it turns it off?

a) Pressing the Ctrl key & clicking the format painter

b) Pressing the shift key & clicking the format painter

c) Double-click the format painter

d) Format painter can't be used multiple times at once

22. Why Excel file is called as worksheet?

a) It contains Text and Data.

b) Modifying options

c) It contains many sheets including worksheets and charts

d) It contains a limited number of worksheets and charts

23. Which of the following is not the valid data type in Excel?

a) Number

b) Label

c) Character

d) Date, Time

24. Which of the following methods cannot be used to edit the content in a cell?

a) Pressing Alt Key

b) Clicking the formula bar

c) Pressing Enter key

d) Double-clicking the cell

25. You can select a single range of cells by

a) Shift key + Arrow key

b) Ctrl Key + Arrow Key

c) Ctrl Key while Dragging over the cell

d) Dragging over the corresponding cells

26. What does a right-clicking on a cell in Excel do?

a) Opens a short menu with some options

b) Deletes the object

c) Right click won't work

d) Selects the objects

27. Comments can be added to the cells using

a) Edit > Comments

b) Insert > Comments

c) File > Comments

d) View > Comments

28. When you copy a formula

a) Excel erases the original copy of the formula

b) Excel adjusts absolute cell references

c) Excel don't adjust relative cell references

d) Excel edits cell references in newly copied formula

29. Which formula is referred to as Absolute cell reference?

a) !A!1

b) $A%1

c) A1

d) &A&1

30. How to convert Number Data Type into Label Data Type?

a) Insert ^ at the beginning of the Number

b) Insert ' at the beginning of the Number

c) Insert alphabets at the beginning of the Number

d) Insert * at the beginning of the Number

31. The Greater than sign(>) is an example of which operator?

a) Arithmetic

b) Logical

c) Conditional

d) Greater

32. Which of the following formula is incorrect?

a) =1+3

b) -A1+10

c) =B1+B2

d) =B1+10

33. Which of the following formula will excel not be able to calculate?

a) =SUM(A1:A5)-B1

b) =SUM(A1:A5)*2

c) =SUM(A1:A13)/(10-4)

d) =SUM(Sales)-B1

34. Which of the following is not an example value?

a) 350

b) Jan 10, 2021

c) 0.5

d) Serial Number 102

35. Getting data from a cell located in a different sheet is called?

a) Referencing

b) Accessing

c) Updating

d) Functioning

36. What is the purpose of Tab Scrolling button?

    a) Allows to view a different worksheet

    b) Allows to view an additional worksheet in rows wise

    c) Allows to view an additional worksheet in column wise

    d)   Allows viewing additional sheets tabs

37. Concatenation of a string can be done using

    a) '

    b) !

    c) #

    d)   &

38. Data can be arranged in Excel worksheet using?

    a) Auto Formatting

    b) Applying Styles

    c) Changing fonts

    d)   All the above

39. The Auto Calculate feature

    a) Can only add number's in a range of cells

    b)   Provides a quick way to view the Arithmetic operation result on a range of cells

    c) Creates formula automatically and add it into cells

    d) None of the Above

40. Which feature in Excel quickly completes a series of data?

    a) Auto Complete

    b)   Auto Fill

    c) Fill Handle

    d) Sorting

41. The process of arranging the items of the column in some sequence is known as?

   a) Filtering

   b)   Sorting

   c) Order

   d) Range

42. In Excel rows are labelled as

   a) A1, B1, C1, etc.

   b) A, B, C, etc.

   c) A1, A2, A3, etc.

   d)   1,2,3, etc.

43. In Excel Columns are labelled as

   a) A1, B1, C1, etc.

   b)   A, B, C, etc.

   c) A1, A2, A3, etc.

   d) 1,2,3, etc.

44. What type of chart is good for a single series of data?

   a) Column Chart

   b)   Pie Chart

   c) Bar Chart

   d) Tree map

45. How many sheets are there, by default when we create a new Excel file?

   a) 1

   b) 2

   c)   3

        d) 4

46. Which data type will be placed on the right corner side of the cell?

   a) Text

   b) **Number**

   c) Boolean

   d) Error

47. In Excel which one denoted a range from A2 to A7?

   a) A2-A7

   b) A2,A7

   c) **A2:A7**

   d) A2;A7

48. Which chart type is best for comparing sales between two products?

   a) **Column Chart**

   b) Pie Chart

   c) Line Chart

   d) None of the Above

49. What dialog box allows you to change the field name in Pivot Table?

   a) **Field Settings**

   b) Field Option

   c) Field Cell

   d) Field Structure

50. Merge cells option can be applied from?

   a) Format Cells dialog box Alignment Tab

   b) Formatting toolbar

   c) **Both of A and B**

   d) None of the Above

51. 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

52. You can set page border in Excel from

    a) From border tab in format cells dialog box

    b) From border tool in format toolbar

    c) From line style in format section

    d) Not possible to set page border

53. Which of the following format you can decide to apply or not in Auto Format dialog box?

    a) Number format

    b) Border format

    c) Font format

    d) All the Above

54. Which of the following option can check the conditions against __ when applying conditional formatting?

    a) Cell value

    b) Formula

    c) Both A and B

        d) We can't check the conditions

55. You can use the formula palette to

    a) Format cells containing number

    b) Create and edit formula containing functions

    c) Enter assumptions data

    d) Copy a range of cells

56. How to join some cells and place the content at the middle of the 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 To merge and Center check box

d) Click on Merge and Center tool on formatting toolbar

57. 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

58. The Name boxes on to the left of the formula bar

a) Shows the name of workbook currently working on

b) Shows the name of worksheet currently working on

c)   Shows the name of cell or range currently working on

d) None of the above

59. Which of the following cannot be a sheet in workbook?

a) Work Sheet

b)   Data Sheet

c) Macro Sheet

d) Chart Sheet

60. 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

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

    a) Formula Bar

    b) Status Bar

    c) Tool Bar

    d) None of Above

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

    a) It will disappear

    b) Marked for Cutting

    c) Cells are Deleted and shifted left

    d) Cells are deleted and shifted up

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

    a) ADD

    b) SQRT

    c) SUBTRACT

    d) DIVIDE

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

    a) Cut and Paste

    b) Paste Special > Transpose

    c) Paste Special > Reverse

    d) None of Above

65. Which of the cell pointer indicate that you can move the content to another cell?

    a) Big Plus icon

    b) Small Plus icon

    c) Mouse Pointer with Anchor at the tip

    d) None of Above

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

    a) Wrap Text Format > Cells

    b) Justify in Edit > Cells

    c) Text Wrapping in Format > Cells

    d) All the above

67. Excel provides the default value in step in Fill Series dialog box

    a) 0

    b) 1

    c) 2

    d) 5

68. Which chart type is best for comparing sales between two products?

    a) Column Chart

    b) Pie Chart

    c) Line Chart

    d) None of the Above

69. The Shortcut key Ctrl + D is used in Excel to

    a) Open the font dialog box

    b) Apply double underline for the active cell

    c) Fill down in the election

    d) None of Above

70. 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 the Above

71. The command Edit > Fill Across worksheet is active only when?

    a) One sheet is selected

    b) **When many sheets are selected**

    c) When no sheet is selected

    d) None of above

72. Which of the following you can paste selectively using paste Special command?

    a) Validation

    b) Formats

    c) Formulas

    d) **All of above**

73. Edit > Delete command

    a) Deletes the content of a cell

    b) Deletes formats of cell

    c) Deletes the comment of cell

    d) **Deletes selected cells**

74. Which command is used to remove the content of selected cells?

    a) Delete

    b) **Clear Contents**

    c) Clear All

    d) Clear Delete

75. How to remove only the formatting done in a range?

    a) **Edit > Clear > Formats**

    b) Edit > Delete

    c) Remove Formatting on Std Toolbar

    d) Delete key

76. How to remove a sheet from a workbook?

a) Select the sheet, choose Edit > Delete Sheet

b) Select the sheet, choose Format > Sheet > Hide

c) Both A and B

d) None of Above

77. Which of the following is not true about Find and Replace in Excel?

a) Search for bold and replace with italics

b) Decide whether to look for the word or not

c) Can Search in formula too

d) None of Above

78. Shortcut key to replace a data with another in sheet?

a) Ctrl + R

b) Ctrl + Shift + R

c) Ctrl + H

d) Ctrl + F

79. Comments can be added to cells using?

a) Home > Comments

b) Insert > Comments

c) Data > Comments

d) View > Comments

80. Getting data from a cell located in a different sheet is called?

a) Accessing

b) Referencing

c) Updating

d) Functioning

81. Which elements of a worksheet can be protected from accidental modification?

   a) Contents

   b) Objects

   c) Scenarios

   d) All the Above

82. Which area in an Excel window allows entering values and formulas?

   a) Title Bar

   b) Menu Bar

   c) Formula Bar

   d) Standard Tool Bar

83. Multiple calculations can be made in a single formula using?

   a) Std Formulas

   b) Array formulas

   c) Complex Formulas

   d) Smart Formulas

84. Shortcut used to select an entire column in MS-Excel?

   a) Ctrl + C

   b) Ctrl + Arrow key

   c) Ctrl + S

   d) None of Above

85. Function used to get the remainder after a number is divided by a divisor?

   a) ROUND()

   b) FACT()

   c) MOD()

   d) DIV()

86. Which Function is not a built-in in Excel?

   a)   BMI

   b) AVG

   c) MAX

   d) SUM

87. Which chart not available in Excel?

   a)   Area

   b) Line

   c) Pie

   d) None of Above

88. What will be the output if you format the cell containing 5,436.8 as '#,##0.00'?

   a) 5436

   b)   5436.80

   c) 5436.8

   d) 5437

89. 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

90. What does COUNTA() function do?

   a) Count cells having alphabets

   b) Counts empty cells

   c) Counts cells having number

   d)   Counts non-empty cells

91. What is the shortcut key to highlight the entire column?

    a) Ctrl + C

    b) Ctrl + Enter

    c) Ctrl + Page Up

    d)   Ctrl + Space Bar

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

    e) Formula Bar

    f)   Status Bar

    g) Tool Bar

    h) None of Above

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

    a) $

    b) *

    c) %

    d) &

94. Excel displays the current cell address in?

    a) Formula Bar

    b) Status Bar

    c)   Name Box

    d) Title Bar

95. Which is the correct way to refer the cell A10 on sheet3 from sheet1?

    a) Sheet3!A10

    b)   Sheet1!A10

    c) Sheet3.A10

    d) A10

96. Which language is used to create macros in Excel?

    a)   Visual Basic

    b) C

    c) Visual C++

    d) Java

97. How many worksheets can a workbook have?

    a) 3

    b) 8

    c) 255

    d)   None of the above

98. Which key is used for check spelling?

    a) F3

    b) F1

    c)   F7

    d) F9

99. 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

100. In Excel, a Data Series is defining as what?

    a) A type of chart

    b) A cell references

    c)   A collection of related data

    d) A division of results

101. A7:A9 indicates?

    a) Cells A7 and A9 only

    b) Cells A7 through A9

    c) Cell A8 only

    d) None of Above

102. How to center the worksheet titles across a range of cells?

    a) Select the cells containing the title text + range of cells

    b) Ctrl + E

    c) Format the cells

    d) PIVOT

103. What is the use of AUTOSUM command?

    a) Sum of number's in series.

    b) Sum of number's by leaving one alternate row/column.

    c) Sum of no's and gives the average value.

    d) None of the above.

104. The name box in Excel?

    a) Shows the location of the previously active cell

    b) Appears to the left of the formula bar

    c) Appears below the status bar

    d) Appears below the menu bar

105. Comments put in cells are called?

    a) Smart Tip

    b) Cell Tip

    c) Web Tip

    d) Soft Tip

106. What is the use of horizontal and vertical scroll bars?

   a) Split a worksheet into two panes

   b)   View different rows and columns to edit cell

   c) Edit cell

   d) View different worksheets

107. When the formula bar is active, you can see?

   a) Edit formula button

   b) Cancel button

   c) Enter button

   d)   All of above

108. Hyperlinks can be?

   a) Text

   b) Drawing Objects

   c) Pictures

   d)   All of above

109. When you link data maintained in Excel workbook to a Word document?

   a) The Word document cannot be edited

   b)   The Word document contains a reference to the original source

   c) The Word document must contain hyperlink

   d) The Word document contains a copy of the actual data

110. Formula can be created using?

   a) Values but not cell references

   b) Cell references but not values

   c)   Values and cell references

   d) None of above

111. Which function key generates a bar graph from the values entered a graph?

   a) F11

   b) F5

   c) F6

   d) F9

112. Which command need to execute from "run window" to open a new excel file?

   a) Ms excel

   b) MsExcel

   c) ms-excel

   d) excel

113. In Excel which chart is also known as X Y chart?

   a) Pie Chart

   b) Bar Chart

   c) Area Chart

   d) Scatter Chart

114. Macros are executed from which menu?

   a) Insert

   b) Format

   c) Tools

   d) Data

115. You can print only an embedded chart by?

   a) Moving the chart to a chart sheet before printing.

   b) Formatting the chart before printing

   c) Selecting the chart before printing

d) A and C Only

116. Which function calculates your monthly Mort age payment?

a) PMT

b) NPER

c) PV

d) None of Above

117. Which key is used to edit existing Excel data?

a) F1

b) F2

c) F3

d) F4

118. A feature enables to adjust or back solve the value in a cell to reach the desired outcome in a formula?

a) Goal Seek

b) Summary report

c) Trend line

d) Forecasting

119. Which web component is used to create an interactive Pivot Table?

a) HTML

b) Pivot Table Service

c) Pivot Table Report

d) Excel Report

120. When Integrating Word and Excel, Word is?

a) Server

b) Client

c) Source

d) User

121. On an Excel sheet the active cell is indicated by?

   a) A dotted border

   b) A dark wide border

   c) A blinking order

   d) Black Background

122. The process of keeping the row visible while scrolling through the rest of the worksheet?

   a) Freeze Panes

   b) Page Breaks

   c) Margins

   d) Sorting

123. Can we be able to prevent people from copying the cell from your worksheet?

   a) Yes

   b) No

124. Which is not belongs to macro languages in Excel?

   a) XLM

   b) XML

   c) VBA

   d) All of Above

125. Number of columns in a worksheet is?

   a) 128

   b) 256

   c) 512

   d) 1024

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

a) 2562

b) 1024

c) 32000

d) 65535

127. Can we resize the column in Excel?

a) Yes

b) No

128. Is it possible to make Pivot Table using multiple sources of data?

a) If the multiple sources are different, from same workbook.

b) If the multiple sources are different, from different workbook.

c) Both A and B

d) None of Above

129. How can be unprotected a VBA project using code?

a) Inserting Password

b) Inserting code in formula bar

c) It's not possible.

d) None of Above

130. Does each cell in Excel have a unique address?

a) True

b) False

131. How to hide or show Ribbon in Excel?

a) Ctrl + F1

b) Ctrl + F2

c) Ctrl + F3

d) Shift + F5

132. How to increase the number of rows and columns in a worksheet?

a) By pressing Ctrl and + Symbol

b) Go to Insert > Add Column/ rows

c) Right click and add rows and column in worksheet

d) It's not possible to increase the rows/ columns.

133. How many languages does Macro have?

a) 1

b) 2

c) 3

d) 4

134. How to resize the column?

a) Double-click on the boundary line

b) Drag the boundary line on the right side of the column

c) Both A and B

d) None of Above

135. The Visual Basic Code Editor will automatically detect certain types of errors as you are entering the code.

a) True

b) False

136. Is keyword are also referred to as reversed order?

a) True

b) False

137. Visual Basic responds to events using which of the following?

a) Code Procedure

b) Event Procedure

c) Form Procedure

d) Property

138. What is triggered if the user clicks a button?

a) Event

b) Method

c) Setting

d) Property

139. Which of the property controller tells the order they receive the focus find when the tab key is pressed during run time?

a) Focus Order

b) Focus Number

c) Tab Index

d) Control Order

140. What is the use of Properties window in the development of Visual Basic applications?

a) To change how objects look and feel

b) Find when opening programs stored on a hard drive

c) To allow the developer to graphically design program components.

d) To set program related options like name, location.

141. Which of the properties in a control's list of properties is used to give the control a meaningful name?

a) Text

b) Context Menu

c) Name

d) Control Name

142. The value returned by Input Box is a string.

a) True

b) False

143. Which of the following arithmetic operations has the highest level of precedence?

a) + - Addition, Subtraction

b)   * / Multiplication, Division

c) ^ Exponential

d) ( ) Parantheses

144. Which of the following is a valid name for a variable?

a) Two_One

b) 2One

c) Two One

d) Two.One

145. Keywords in Visual Basic are words are?

a) Used to find when naming variables.

b) Used to name controls, such as TextBox1, Command2, etc.

c) Have special meaning and should not be used Find when naming variables.

d) Used as prefixes for control names (such as text, btn, LBL, and lst).

146. To continue a long statement on another line, use?

a) an underscore characters.

b) an ampersand character.

c) Ctrl + Enter.

d) a space followed by an underscore character.

147. VBA is?

a) Used to extend Excel functions

b) A statistical tool developed by Microsoft for financial analysts

c) An open-source programming environment

d) A programming that replaces Excel

148. Find what is the proper syntax Find when using a message dialog box?

<mark>a) MessageBox.Show("Hi there", "Hi")</mark>

b) MessageBox.Show(Hi there, Hi)

c) MessageBox.Show "Hi There", "Hi"

d) MessageBox.Show Hi There, Hi

149. What will be the output of the following statement?

txtBox.Text = FormatCurrency(1234.567)

a) $1234.567

b) 12,34.57

<mark>c) $1,234.57</mark>

d) $1234.57

150. Asc("A") is 65. Find what is Asc("C")?

a) 66

<mark>b) 67</mark>

c) 68

d) "C"

151. Asc("A") is 65. Find what is displayed by txtBox.Text = Chr(65) & "BC"?

<mark>a) ABC</mark>

b) A BC

c) 656667

d) Not enough information is available

152. Which of the following expressions has as its value the words "Hello World? Surrounded by quotation marks?

<mark>a) "Hello World"</mark>

b) Chr(34) & "Hello World"

c) Chr(34) & Hello World & Chr(34)

d) Chr(34) & "Hello World" & Chr(34)

153. Which of the following is True?

a) "Cat" = "cat"

b) "Cat" < "cat"

c) "Cat" > "cat"

d) Relational operators are only valid for numeric values.

154. Which of the following is a valid Visual Basic conditional statement?

a) 2 < n < 5

b) 2 < n or < 5

c) 2 < n or 5

d) (2 < n) Or (n < 5)

155. Which of the following is the following VBA windows shows the code of the active object?

a) Explorer Window

b) Properties window

c) Immediate Window

d) Code Window

156. A VBA unit is called?

a)Subroutine

b) Macro

c) Routine

d) Program

157. What is Default in VBA among the following?

a) Pass by Address

b) Pass by Reference

c) Pass by Value

d) None of Above

158. 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 cannot set page border in Excel

159. How can you check the conditions against when applying conditional formatting?
a) Cell Value
b) Formula
c) Both A and B
d) None of Above

160. Which of the following is not true regarding Conditional Formatting?
a) You can add more than one condition to check
b) You can set a 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

161. You can use the formula palette to

a) Format cells containing numbers
b) Create and edit formula containing functions
c) Enter assumptions data
d) Copy a range of cells

162. Tab scroll buttons are place 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

163. Each Excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

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

164. A Function may return up to two values?
a) True

165. The command Edit > Fill Across Worksheet is active only when

   a) One sheet is selected
   b) When many sheets are selected
   c) When no sheet is selected
   d) None of above

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

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

167. Which of the following you can paste selectively using Paste Special command?

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

168. What does Edit > Delete command do?

   a) Deletes the content of a cell
   b) Deletes Formats of cell
   c) Deletes the comment of cell
   d) Deletes selected cells

169. The Delete key of the keyboard is assigned to which command in Excel?

   a)   Edit > Clear > Contents
   b)   Edit > Clear > All
   c)   Edit > Delete
   d)   All of above

170. Comments put in cells are called?

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

SUBJECTIVE:

1.   Explain why the numbers positioned on the left corners in a cell/box not considering as a number?

The position of number data type should be on the right side of the cell/box. If the number positioned on the right of cell/box means it is not a number of data it is a Text data. Only text data has to be placed in the right part of the cell/box.

2.   How function is different from formula?

·   The function is a built-in operation available on   spreadsheet whereas the formula has to be created by the user.

·   A function can behave like formula but formula can't behave like formula.

·   Function can be updated later if any new rows with values have created but the formula once calculated it's not possible to update later.

3.   On which occasion the TRIM() function is used?

·   The TRIM function will remove extra spaces from text. Thus, it will leave only single spaces between words and no space of characters at the start or end of the text.

·   TRIM function won't be working for number data type. Instead of TRIM we can use SUBSTITUTE function or Find & Replace option.

4.   What is the use of charts in Excel?

·   **A chart is a visual representative of data in both columns and rows.**

·   Charts are usually used to analyze trends and patterns in data sets.

·   Easy to interpret compared to data in cells.

·   Example: If we have been recording the Sales figures in Excel for the past three years. Using charts, we can easily visualize which year had the most sales and which year had the least.

5.   Difference between relative and absolute references in Excel.

·   When the relative reference formula was copied and pasted on a different cell the references will be change automatically.

·   In relative references it will be constant no matter where we copied.

6.   What is a Pivot Table, and what are the different sections of a Pivot Table?

A Pivot Table is a simple feature in Microsoft Excel which allows you to quickly summarize huge datasets. It is really easy to use as it requires dragging and dropping rows/columns headers to create reports.

A Pivot table is made up of four different sections:

·   **Values Area**: Values are reported in this area

·   **Rows Area**: The headings which are present on the left of the values.

·   **Column Area:** The headings at the top of the value's area makes the column's area.

·   **Filter Area:** This is an optional filter used to drill down in the data set.

7.   Can you sort multiple columns at one time?

·   Multiple sorting refers to the sorting of a column and then sorting the other column by keeping the first column intact. In Excel, you can definitely sort multiple columns at a one time.

·   To do multiple sorting, you need to use the **Sort Dialog Box**. Now, to get this, you can select the data that you want to sort and then click on the **Data Tab**. After that, click on the **Sort icon.**

·   In this Dialog box, you can specify the details for one column, and then sort to another column, by clicking on the **Add Level** button.

8.   What is Ribbon and where does it appear?

·   The Ribbon is basically your key interface with Excel and it appears at the top of the Excel window.

·   It allows users to access many of the most important commands directly.

·   It consists of many tabs such as File, Home, View, Insert, etc.

·   We can also customize the ribbon to suit your preferences. To customize the Ribbon, right-click on it and select the "Customize the Ribbon" option.

9.   What are macros in Excel?

·   Excel allows you to automate the tasks you do regularly by recording them into macros.

·   So, a macro is an action or a set of them that you can perform n number of times.

·   For example, if you have to record the sales of each item at the end of the day, you can create a macro that will automatically calculate the sales, profits, loss, etc. and use the same for the future instead of manually calculating it every day.

10. What are the different COUNT functions available in Excel?

·   Excel provides five types of COUNT functions COUNT, COUNTA, COUNTBLANK, COUNTIF, and COUNTIFS.

·   The COUNT returns the total number of cells that have numbers in the range that is specified to it as a parameter.

·   COUNTA - Counts the number of cells in a given range that are not empty.

·   COUNTIF - This function counts the number of cells that comply to a given condition.

·   COUNTBLANK - Counts all the blank cells in a given range.

·   COUNTIFS - This is a special function that allows you to specify a set of conditions in order to count them.

11. How to calculate Compound Interest in Excel?

·   Compound interest can be calculated using FV function. FV returns the future value of an investment based on the periodic, constant interest rate and payments.

·   Syntax of FV = FV(rate, nper, pmt, pv, type)

·   To find the rate, the number of periods is used to divide the annual rate (annual rate/ periods). nper is obtained by multiplying the no. of years (term) with the periods (term * periods). Periodic payment (pmt) can be any value (including zero).

12. How does VLOOKUP() function work?

·   The VLOOKUP function, in Excel, a lookup value and begins to look for the same in the leftmost column.

·   When it finds the first occurrence of the given lookup value, VLOOKUP starts to move right i.e., in the row where the value was found.

·   It goes on until the column number specified by the user and returns the desired value.

·   This function is used to match exact and approximate lookup values. However, the default match is an approximate match.

·   **Syntax = VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])**

·   lookup_value gives the value to be looked out for

·   table_index is the range from where the data is to be taken

·   col_index_num specifies the column from which you want to fetch the value

·   range_lookup is a logical value i.e., TRUE or FALSE (TRUE will find the closest match; FALSE checks for exact match).

13. What is HLOOKUP in Excel?

·   To perform a horizontal lookup, you will have to make use of the HLOOKUP function.

·   **Syntax = HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])**

·   lookup_value gives the value to be looked out for

·   table_index is the range from where the data is to be taken

·   row_index_num specifies the row from which you want to fetch the value

·   Range_lookup is a logical value i.e. TRUE or FALSE (TRUE will find the closest match; FALSE checks for exact match).

14. What is the use of sparkline and its types?

·   Sparkline is a small chart which does not recommend an axes or coordinates.

·   Sparkline can apply on a single cell.

·   **Line Sparkline**: Line Sparkline in Excel will be in the form of lines, and high values will indicate fluctuations in height difference.

·   **Column Sparkline**: Column Sparkline in Excel will be in the form of column chart or bar chart. Each bar shows each value.

·   **Win/Loss Sparkline**: It is mainly used to show negative values like ups and downs on the floated costs.

15. How many dates Time function available in Excel and explain some of them?

·   Totally 25 Date Time functions available in Excel.

·   DATE – Create a date with year, month and day.

·   DATEIF – Get days, month or years between two dates.

·   DATEVALUE – Convert a date in text format to a valid date.

·   DAY – Get the day as a number (1-31) from a date.

·   DAYS – Get days between dates

·   EDATE – Shift date n months in future or past

·   HOUR – Get the hour as a number from time

16. How many text function available in Excel and explain some of them?

·   Totally 27 Text functions available in Excel.

·   CHAR – Get a character from a number

·   CLEAN - Strip non-printable characters from text

·   CODE – Get the code for a character

· CONCAT – Join text values without delimiter

· CONCATENATE – Join text together

· EXACT – Compare two strings

· UPPER – Convert text to upper case

· VALUE – Convert text to a number

17. What are the limitations of VLOOKUP function in Excel?

· VLOOKUP Only looks to the right.

· It only finds the first match.

· VLOOKUP is not Case Sensitive

· Inserting column will give wrong results

· VLOOKUP cannot look up two columns

18. Explain the Data Formats available in Excel?

· There are 11 data types available in Excel.

· Currency – Records data in currency form

· Name – Data related to numbers are stored

· Percentage – Records numbers as a percentage

· Date – Stores data as date format

· Text – Stores data in the form of strings.

19. List the order of operation used for evaluating Excel formulas?

· The order of operation is PEMDAS.

· P – Parentheses

· A – Addition

· D – Division

· E – Exponent

· M – Multiplication

· S – Subtraction

20. List some useful functions in Excel?

· Logical Functions – IF, AND, TRUE, FALSE

· Math and Financial Functions – DEGREE, SQRT, GCD, RAND

· Index Match – INDEX and VLOOKUP

· Date and Time Functions – DATEVALUE, NOW, WEEKDAY, NOW

· Pivot Tables

21. How to resize the column?

· To resize a column, the first thing we need to do is change the width of one column, and the next step is to drag the boundary to the right side until the size you want to have.

· And you can have another manner to resize the column, i.e., select Format option from the home tab in that you need to click on AUTOFIT COLUMN WIDTH. Once you click on it, the selected cell will be formatted.

22. What is conditional formatting in Excel?

· Conditional formatting is an essential feature in Microsoft Excel using which you can format to a cell or by selecting the various range of cells based on predefined conditions.

· Conditional formatting helps you visually explore and analyze data, detect critical issues, and identify patterns and trends.

· Conditional formatting makes it easy to highlight interesting cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets that correspond to specific variations in the data.

23. Explain Format painter with example?

·   Format painter in Excel tool helps in copying the format from one item to another one.

·   Example, we have written something in word, and you have formatted according to the style you want using a specific font, color, type. Using format painter, you can copy the same format to another section.

24. What is dashboard in Excel and give some important things while preparing the dashboards?

·   Dashboard is a technique used to present important information through graphical representation. It is helpful in presenting huge data in a single computer screen so it can be monitored with a glance.

·   Important things while creating dashboard are:

·   Minimum distraction
·   Simple, easy to communicate
·   Important data
·   Few Colors
·   Relevant graphs
·   Dashboard should be on single computer screen.

25. Explain how cell reference is useful in the calculation?
·   In order to avoid writing the data again and again for calculating purpose, cell reference is used.
·   When you write any formula, for a specific function, you need to direct excel the specific location of that data. This location is referred to as, cell reference.
·   So, every time a new value added to the cell, the cell will calculate according to the reference cell formula.

26. How to resize the column?
·   For resizing the column, we need to change the width of one column and then drag the boundary on the right side of the column heading till the width you want.
·   The other way of doing it is to select the Format from the home tab, and in Format you have to select AUTOFIT COLUMN WIDTH under cell section.
·   On clicking on this the cell size will get formatted.

27. How to use the Same Formatting to Every Sheet in A Workbook in Excel?

· At first right click on one of the worksheet tabs and then choose Select All Sheets.

· After you do this any formatting that you apply or text you enter will show up on all the sheets in your workbook.

· In order to eliminate certain sheets from the changes, hold down the Ctrl key and click on the tab of the worksheet you want excluded from the others.

· We can also group sheets by holding the shift key and selecting the worksheet tab.

28. How to display the Text in Data Area of Pivot Table?

· It's not possible to display the text in data area of Pivot Table.

· We can display the text fields in the Row and Column areas, and show a count of the records in the data area, or we can combine Custom Number Formats with the Pivot Table to produce a Text based answer.

29. How to debug a VBA Code?

· Specify the configurations for the debug and release versions of a program.
· Set start options (command-line arguments, working directory, remote machine).
· Debug at design time.
· Enable just-in-time debugging, which launches the Visual Studio debugger when a program running outside Visual Studio encounters a fatal error.
· Set breakpoints for source lines, assembly instructions, and call stack function. Specify conditions, hit counts, and execution location.

30. How to display two data fields side-by-side instead of separate rows?

· Change Pivot Table data to horizontal layout and to keep related data from spreading horizontally off of the screen and to help minimize scrolling, click show in Compact Form.
· In compact form, fields are contained in one column and indented to show the nested column relationship.
· To outline the data in the classic pivot table style, click show in outline form.
· To see all data ina traditional table format and to easily copy cells to another worksheet, click show in tabular form.