

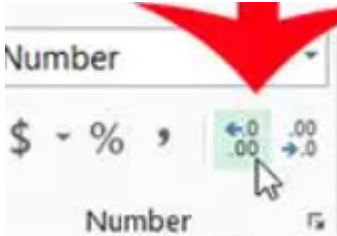
# Excel Quiz

Total points 18/20

The respondent's email (**talalkhan317@gmail.com**) was recorded on submission of this form.

✓ What is this button used for ? \*

1/1



- ☐ Decrease Decimal Places
- ☐ Add zeros to left side of number
- ☒ Increase Decimal Places
- ☐ add zero to the right side of number

✓

✓ Which Excel function is used to count the number of cells that meet a specific condition?

\*1/1

- ☐ SUM
- ☐ AVERAGE
- ☒ COUNT IF
- ☐ COUNT

✓

✓ Which one of these is used to merge and center the cells? \*

1/1



☐ A



☒ B



☐ C



☐ D

✗ What does the XLOOKUP function do in Excel? \*

0/1

- ☐ Searches for values to the right of the lookup column
- ☒ Combines features from VLOOKUP, INDEX MATCH, and other functions
- ☐ Returns #N/A when a valid match is not found
- ☐ Searches for values both vertically and horizontally



Correct answer

- ☒ Searches for values both vertically and horizontally



✓ What does the "Paste Values" function in Excel do? \*

1/1

- ☐ It pastes the formatting of the copied cells
- ☐ It pastes only the formulas without recalculating
- ☒ It pastes only the numbers, not the formulas
- ☐ It pastes the data with transposed rows and columns



✓ Where in the ribbon menu you will click on first to access the Format Cells command?

\*1/1

- ☐ Insert
- ☐ Format
- ☐ View
- ☒ Home



✓ What happens to the header row when you click on the filter command? \* 1/1

- ☒ Drop-down arrows appear for the header cell in each column.
- ☐ A filter dialogue box will open with options
- ☐ You will see a checklist of all the column titles.
- ☐ Nothing happens.



✓ Which of the following functions in Excel automatically adds up a range of cells? \*1/1

- ☐ =TOTAL(A1:A10)
- ☒ =SUM(A1:A10)
- ☐ =ADD(A1:A10)
- ☐ =RANGE(A1:A10)



✓ How are numbers typically aligned in Excel cells by default? \* 1/1

- ☐ Left aligned
- ☒ Right aligned
- ☐ Center aligned
- ☐ Justified



✓ If in cell D3 you have the formula =A1, what cell does D3 refer to? \* 1/1

- ☒ A1
- ☐ D3
- ☐ D1
- ☐ None of the above



✓ What are the types of data? \*

1/1

- ☒ Qualitative and quantitative
- ☐ Numeric and alphabetical
- ☐ Discrete and continuous
- ☐ Primary and secondary

✓

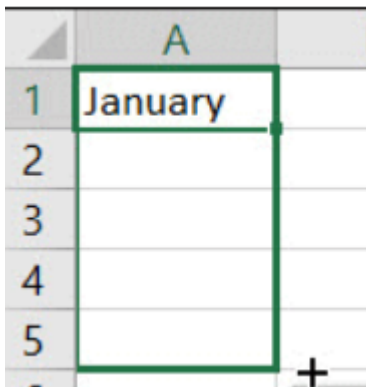
✓ What happens when you press the "Delete" key in Excel? \*

1/1

- ☐ The entire worksheet is deleted
- ☒ The contents of the selected cells are deleted
- ☐ The selected cells are moved to the clipboard
- ☐ The formatting of the selected cells is removed

✓

✓ what will happen when we will drag the fill handle of a cell downwards? \* 1/1



- ☐ It duplicates the content of the A1 cell
- ☐ It applies conditional formatting to the selected cells
- ☒ It automatically creates series of months in selected cells
- ☐ It locks the reference to a specific cell

✓

✗ Which argument specifies what to do if Excel does not find an exact match to the lookup\_value in XLOOKUP?

\*0/1

- ☐ not\_found
- ☒ match\_mode
- ☐ search\_mode
- ☐ lookup\_value

✗

Correct answer

- ☒ not\_found

✓ Which sign is used to lock reference to a specific cell? \*

1/1

- ☐ #
- ☐ !
- ☐ =
- ☒ \$

✓

✓ What does the SUM function do in Excel? \*

1/1

- ☒ Adds up a range of numbers
- ☐ Calculates the average of a range of numbers
- ☐ Finds the maximum value in a range
- ☐ Multiplies a range of numbers

✓



✓ Can Excel automatically determine and format time data? \*

1/1

- ☐ No, Excel cannot automatically determine time data; it requires explicit formatting
- ☐ Time data recognition in Excel depends on the regional settings
- ☒ Yes, Excel can automatically recognize and format time data based on input ✓
- ☐ Only if the time data is entered in military time format

✓ Which keyboard key is commonly used to move from one column to another in Excel?

\*1/1

- ☐ Shift
- ☐ Enter
- ☒ Tab ✓
- ☐ Arrow keys

✓ Which Excel function is used to capitalize the first letter of each word in a text string? \*

\*1/1

- ☐ UPPER
- ☐ LOWER
- ☒ PROPER ✓
- ☐ CONCATENATE



✓ If you wanted to sort by multiple columns or criteria, which option do you select from the Sort & Filter command drop-down menu? \*1/1

☒ Custom Sort



☐ Ascending

☐ Descending

☐ Filter

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