|  |  |  |  |
| --- | --- | --- | --- |
| QUIZ | | | |
| **Batch ID:** |  | | ***Date***:- 2024-06-25 |
| **Name:** | **Obtained Marks:** |  | **Time: 20 min** |
| **Trainee-ID:** | **Full Marks: 40** |

1. Which function is used to find out the highest value in Excel?

a. COLUMNS

b. COUNT

c. COUNTA

**d. MAX**

2. In Excel If we want to insert a column after B Column Which column we select?

a. Column A

b. Column C

c. Column B

d. None of the above

3. Which of the following is an absolute cell reference?

a. !A!1

b. $A$1

c. #a#1

d. A1

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

a. Accessing

b. Referencing

c. Updating

d. Functioning

5. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

a. G1-G10

b. B1.G10

c. B1;G10

d. B1:G10

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

a. Hyperlink

b. Index

c. Transpose

d. Rows

7. In order to tell excel that we are entering a formula in cell, we must begin with an operator such as.

a. @

b. #

c. $

d. =

8. The default text data aligned with in a cell of MS Excel Work sheet is –

a. Left

b. Right

c. Center

d. Justify

9. In an MS Excel work sheet the active cell is indicated by

a. A dark wide border

b. A dotted border

c. A blinking border

d. None of above

10. When you enter a formula in a cell and the cell displays ####### ? It means

a. Excel does not recognize text contained in the Formula

b. A cell reference is invalid

c. Contents cannot be displayed correctly as the column is too narrow

d. Invalid Column

11. To hold row and column titles in place so that they do not scroll away from view when scrolling an Excel work sheet, we make use of–

a. Unfreeze panes command

b. Freeze panes command

c. Hold titles command

d. Split command

12. Which of the following formula has not been entered correctly?

a. =10+50

b. =B7\*B1

c. =B7+14

d. 10+50

13. The default numeric data aligned within a cell of MS Excel Worksheet is –

a. Left

b. Right

c. Justify

d. Centre

14. You can edit a cell by

a. Clicking the formula button

b. Double clicking the cell to edit it in-place

c. Selecting Edit>Edit Cell from the menu

d. None of above

15. When you enter a formula in a cell and the cell displays #REF!. It means –

a. A cell reference is invalid.

b. Excel does not recognize text contained in the Formula.

c. Invalid Column

d. Contents cannot be displayed correctly as the column is narrow.

16. Used to count the number of cells that are not empty and the values within the list of arguments.

a. COUNTA

b. COUNT

c. COUNTBLANK

d. None

17. Short cut key to close a Workbook?

a. CRTL+X

b. ALT+F

c. Alt+F4

d. None

18. If you want to email a copy of an Excel 2016 workbook to someone that has an earlier version of Excel, such as Excel 2003, What should you do?

a. You may need to save the file in the Excel 97-2003 Workbook file format.

b. You may need to save the file in the Excel 2016 Workbook file format.

c. You need to save the file in word format

d. None of this

19. Statistical calculations and preparation of tables and graphs can be done using--

a. Adobe Photoshop

b. Excel

c. Notepad

d. Power Point

20. Which one is not a Function in MS Excel?

a. SUM

b. AVG

c. MAX

d. MIN

s