



201 Advanced Excel Objective Type Quiz & MCQs

With Answers for Interview Preparation

Q1. What is Microsoft Excel?

- a) A web browser
- b) A word processing program
- c) A graphic design tool
- d) A spreadsheet application

Answer: d) A spreadsheet application

Q2. Who invented MS Excel and in which year?

- a) Richard Brodie, 1985
- b) Steve Jobs, 1985
- c) Bill Gates, 1983
- d) Gary Kildall, 1980

Answer: a) Richard Brodie, 1985

Q3. What is the default file extension for an Excel workbook?

- a) .xlsx
- b) .xls
- c) .txt
- d) .csv

Answer: a) .xlsx

Q4. Which file format is used to save Excel workbooks with macros?

- a) .xlsx
- b) .xlsm
- c) .xlsm
- d) .csv

Answer: c) .xlsm

Q5. What function is used to calculate the sum of a range of cells?

- a) ADD
- b) SUM
- c) AVERAGE
- d) COUNT

Answer: b) SUM

Q6. What is the shortcut key to insert a new worksheet?

- a) Ctrl + W
- b) Shift + F11
- c) Ctrl + N
- d) Alt + F11

Answer: b) Shift + F11



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Q7. Which function gives the number of characters in a string?

- a) COUNT
- b) LEN
- c) TEXT
- d) CHAR

Answer: b) LEN

Q8. What does the VLOOKUP function do?

- a) Total calculations
- B) vertically searches
- C) discovers horizontally
- d) formats data

Answer: b) vertically searches

Q9. Which function is used to find the largest value?

- a) MAX
- b) BIG
- c) LARGE
- d) HIGH

Answer: a) MAX

Q10. What is the result of =ROUND(15.789, 1)?

- A) 15.7
- B) 15.8
- C) 16
- D) 15.79

Answer: B) 15.8

Q11. Which function is used for conditional logic?

- a) IF
- b) MATCH
- c) SUM
- d) INDEX

Answer: a) IF

Q12. Which formula finds a price position?

- a) FIND
- b) LOCATE
- c) POSITION
- d) MATCH

Answer: d) MATCH



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Q13. = IF (5> 3, "yes", "no") returns?

- A) Yes
- B) No
- C) error
- D) 5

Answer: A) Yes

Q14. Which function connects INDEX and MATCH?

- a) VLOOKUP
- b) XLOOKUP
- c) Nested formula
- d) INDEXMATCH

Answer: c) Nested formula

Q15. Which function in Excel 365 replaces VLOOKUP and HLOOKUP?

- a) FIND
- b) MATCH
- c) XLOOKUP
- d) SEARCH

Answer: c) XLOOKUP

Q16. Which function extracts gives left characters?

- a) RIGHT
- b) MID
- c) LEFT
- d) LEN

Answer: c) LEFT

Q17. What = trim ("hello") return?

- a) Hello
- b) Hello
- c) " Hello "
- d) Hello with spaces

Answer: a) Hello

Q18. Which function converts lowercase into uppercase?

- a) PROPER
- b) LOWER
- c) UPPER
- d) CAPITAL

Answer: c) UPPER



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Q19. What = CONCAT ("Excel", "2025") return?

- A) Excel 2025
- B) Excel2025
- C) error
- D) "Excel", "2025"

Answer: b) Excel2025

Q20. Which function returns a part of the text from the middle?

- a) LEFT
- b) MID
- c) RIGHT
- d) PART

Answer: b) MID

Q21. What does =TODAY() return?

- a) Current time
- b) Current date
- c) Day of the week
- d) Month

Answer: b) Current date

Q22. Which function gives the number of days between two dates?

- a) COUNT
- b) DAYS
- c) DATEDIF
- d) DATEGAP

Answer: b) DAYS

Q23. What does =NOW() return?

- a) Date
- b) Time
- c) Date and time
- d) None

Answer: c) Date and time

Q24. Which function removes the month from a date?

- a) MONTH
- b) DATE
- c) DAY
- d) YEAR

Answer: a) MONTH



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Q25. What = YEAR ("1/1/2020") return?

- A) 2020
- B) 20
- C) 1
- D) error

Answer: A) 2020

Q26. Which chart type shows a ratio?

- a) Line
- b) Column
- c) Pie
- d) Bar

Answer: c) Pie

Q27. What is a sparkline in Excel?

- a) Mini chart
- b) Formula
- c) Button
- d) Theme

Answer: a) Mini chart

Q28. Where do you find chart options in Excel?

- a) Insert
- b) Review
- c) File
- d) Data

Answer: a) Insert

Q29. Can you make a combo chart in Excel?

- A) No
- B) only in Excel 2010
- C) Yes
- D) only on Mac

Answer: C) Yes

Q30. What does the data label show in the chart?

- a) Chart title
- b) Value or name
- c) Axis
- d) Legend

Answer: b) Value or name



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Q31. Which feature removes duplicate values?

- a) Filter
- b) Data Validation
- c) Remove Duplicates
- d) Find & Replace

Answer: c) Remove Duplicates

Q32. Shortcut to applying a filter?

- a) Ctrl + F
- b) Ctrl + Shift + L
- c) Alt + F4
- d) Shift + L

Answer: b) Ctrl + Shift + L

Q33. Data Validation helps to:

- A) Remove the errors
- B) Format cells
- C) Restrict data entry
- D) Auto-Fill data

Answer: C) Restrict data entry

Q34. What is the Excel feature used in Analysis?

- a) Pivot Table
- b) Scenario Manager
- c) Conditional Formatting
- d) Slicers

Answer: b) Scenario Manager

Q35. What does Flash Fill do?

- a) Sort data
- b) Fill patterns quickly
- c) Format cells
- d) Print documents

Answer: b) Fill patterns quickly

Q36. What is the purpose of a pivot table?

- a) Enter data
- b) Data analysis
- c) Formatting cells
- d) Drawing shapes

Answer: b) Data analysis



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Q37. What can't you do with the pivot tables?

- a) Sort
- b) Filter
- c) Write macros
- d) Analyze

Answer: c) Write macros

Q38. In Pivot Table, “rows” represent:

- a) Categories
- b) Filters
- c) Values
- d) None

Answer: a) Categories

Q39. Is Slicer usable with Pivot Tables?

- A) Yes
- B) No
- C) Only Excel 2010
- D) Only charts

Answer: A) Yes

Q40. Default Calculation in PivotTable?

- a) Average
- b) Count
- c) Sum
- d) Min

Answer: c) Sum

Q41. Used for Power Query:

- a) Formatting
- b) Data transformation
- c) Drawing charts
- d) File saving

Answer: b) Data transformation

Q42. Power Query uses which language?

- a) Excel
- b) VBA
- c) M
- d) C++

Answer: c) M



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Q43. Power Pivot enables:

- a) Macros
- b) Big data models
- c) Slicers
- d) Password protection

Answer: b) Big data models

Q44. DAX stands for:

- a) Data Array Excel
- b) Data Analysis Expressions
- c) Data Aggregation Excel
- d) None

Answer: b) Data Analysis Expressions

Q45. Is Power Pivot for Excel available in 2010?

- A) Yes, as add-in
- B) No
- C) only in 365
- D) Mac only

Answer: A) Yes, as add-in

Q46. Shortcut to insert the current date?

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

Answer: b) Ctrl + ;

Q47. Which shortcut Format opens Cells?

- a) Ctrl + 1
- b) Ctrl + F
- c) Alt + Enter
- d) Ctrl + Shift + F

Answer: a) Ctrl + 1

Q48. Shortcut for auto-sum?

- a) Ctrl + Alt + S
- b) Alt + =
- c) Ctrl + Shift + =
- d) Alt + Shift + S

Answer: b) Alt + =



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Q49. Shortcut to insert hyperlinks?

- a) Ctrl + K
- b) CTRL + H
- c) Alt + K
- d) Ctrl + I

Answer: a) Ctrl + K

Q50. Shortcut to go to A1?

- a) Ctrl + G
- b) Ctrl + Home
- c) Alt + A
- d) Ctrl + A

Answer: b) Ctrl + Home

Q51. Excel file extension (latest)?

- a) .xls
- b) .XLSX
- c) .docx
- d) .csv

Answer: b) .XLSX

Q52. Max columns in Excel 365?

- a) 16,384
- b) 1,048,576
- c) 10,000
- d) 25,600

Answer: a) 16,384

Q53. Max rows in Excel 365?

- A) 100,000
- B) 500,000
- C) 1,048,576
- D) unlimited

Answer: C) 1,048,576

Q54. Table creation shortcut?

- a) Ctrl + T
- b) Ctrl + Q
- c) Ctrl + L
- d) Ctrl + E

Answer: a) Ctrl + T



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Q55. Convert the column into a row?

- a) PIVOT
- b) TRANSPOSE
- c) SWITCH
- d) ROTATE

Answer: b) TRANSPOSE

Q56. Which device makes the dropdown menus?

- a) Filter
- b) Data Validation
- c) Conditional Formatting
- d) Scenario

Answer: b) Data Validation

Q57. Remove all formatting?

- a) Clear Contents
- b) Clear All
- c) Clear Formats
- d) Delete

Answer: c) Clear Formats

Q58. Shortcut to repeat the final action?

- a) Ctrl + R
- b) Ctrl + Y
- c) Ctrl + Z
- d) Alt + Y

Answer: b) Ctrl + Y

Q59. Highlight duplicate values?

- a) Filter
- b) Find
- c) Conditional Formatting
- d) Data Validation

Answer: c) Conditional Formatting

Q60. Apply limits for selection?

- a) Ctrl + Shift + 7
- b) Ctrl + B
- c) Ctrl + Alt + B
- d) Shift + B

Answer: a) Ctrl + Shift + 7



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Q61. Text to Columns is used for?

- a) Merging cells
- b) Splitting data
- c) Wrapping text
- d) Finding values

Answer: b) Splitting data

Q62. Cell reference with \$ symbol is?

- a) Absolute
- b) Relative
- c) Mixed
- d) Dynamic

Answer: a) Absolute

Q63. Merge and Center is found under?

- a) Insert
- b) View
- c) Home
- d) Data

Answer: c) Home

Q64. Shortcut for Find?

- a) Ctrl + G
- b) Ctrl + F
- c) Ctrl + Shift + F
- d) Ctrl + H

Answer: b) Ctrl + F

Q65. Conditional formatting is used:

- a) Delete rows
- b) Format charts
- c) Highlight rules
- d) Merge cells

Answer: c) Highlight rules

Q66. What is the goal looking for?

- a) Chart analysis
- b) Solve equations
- c) Formatting
- d) Validation

Answer: b) Solve equations



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Q67. Excel shortcut to Save As?

- a) F11
- B) F12
- c) F10
- d) F5

Answer: b) F12

Q68. Hyperlink function syntax?

- a) =LINK()
- b) =HYPER()
- c) =HYPERLINK()
- d) =URL()

Answer: c) =HYPERLINK()

Q69. Excel cell reference for row 2, column 3?

- a) C2
- b) B3
- c) A2
- d) C3

Answer: a) C2

Q70. Which tab allows Freeze Panes ?

- a) Data
- b) Home
- c) View
- d) Review

Answer: c) View

Q71. Format Painter copies?

- a) Values
- b) Layout
- c) Formatting
- d) Borders

Answer: c) Formatting

Q72. Shortcut to hide rows?

- a) Ctrl + 9
- b) Ctrl + Shift + H
- c) Ctrl + Alt + 9
- d) Ctrl + 0

Answer: a) Ctrl + 9



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Q73. Shortcut for unhide columns?

- a) Ctrl + Shift + 0
- b) Ctrl + Shift + 9
- c) Ctrl + 1
- d) Ctrl + U

Answer: a) Ctrl + Shift + 0

Q74. Shortcut to close Excel?

- a) Ctrl + Q
- b) Ctrl + F4
- c) Ctrl + W
- d) Alt + F4

Answer: d) Alt + F4

Q75. Default Excel number format?

- a) General
- b) Number
- c) Currency
- d) Text

Answer: a) General

Q76. Which function returns unique values from a range?

- a) SORT
- b) FILTER
- c) UNIQUE
- d) DISTINCT

Answer: c) UNIQUE

Q77. Which function dynamically filters data based on criteria?

- a) VLOOKUP
- b) FILTER
- c) SORT
- d) MATCH

Answer: b) FILTER

Q78. Which function sorts data dynamically?

- a) ORDER
- b) RANK
- c) SORT
- d) SORTBY

Answer: c) SORT



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Q79. Which function sorts based on another range?

- a) SORT
- b) SORTBY
- c) RANK
- d) FILTER

Answer: b) SORTBY

Q80. LET function is used to:

- a) Assign variables inside formulas
- b) Lock cells
- c) Merge cells
- d) Create tables

Answer: a) Assign variables inside formulas

Q81. LAMBDA function allows users to:

- a) Create custom functions
- b) Lock formulas
- c) Format cells
- d) Write macros

Answer: a) Create custom functions

Q82. Which function is volatile?

- a) INDEX
- b) OFFSET
- c) MATCH
- d) COUNTIF

Answer: b) OFFSET

Q83. Which function replaces IFERROR + VLOOKUP in modern Excel?

- a) XLOOKUP
- b) LOOKUP
- c) HLOOKUP
- d) SEARCH

Answer: a) XLOOKUP

Q84. COUNTIFS is used to:

- a) Count numbers
- b) Count text
- c) Count based on multiple criteria
- d) Count blank cells

Answer: c) Count based on multiple criteria



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Q85. Which function checks multiple conditions and returns TRUE/FALSE?

- a) IF
- b) OR
- c) AND
- d) NOT

Answer: c) AND

Q86. What symbol represents a spilled array?

- a) #
- b) @
- c) \$
- d) %

Answer: b) @

Q87. Which error occurs when dynamic array cannot spill?

- a) #VALUE!
- b) #REF!
- c) #SPILL!
- d) #NULL!

Answer: c) #SPILL!

Q88. SEQUENCE function generates:

- a) Random numbers
- b) Series of numbers
- c) Sorted data
- d) Unique values

Answer: b) Series of numbers

Q89. RAND() recalculates when:

- a) File opens
- b) Cell changes
- c) Sheet recalculates
- d) All of the above

Answer: d) All of the above

Q90. Which function returns relative position of a value?

- a) INDEX
- b) MATCH
- c) LOOKUP
- d) FIND

Answer: b) MATCH



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Q91. What is Pivot Cache?

- a) Temporary memory for pivot tables
- b) Pivot layout
- c) Filter option
- d) Formatting style

Answer: a) Temporary memory for pivot tables

Q92. Which feature groups dates automatically in Pivot Tables?

- a) Filters
- b) Timelines
- c) Grouping
- d) Slicers

Answer: c) Grouping

Q93. Calculated fields are used to:

- a) Modify source data
- b) Create new calculations
- c) Format pivot tables
- d) Filter pivot tables

Answer: b) Create new calculations

Q94. Which aggregation is NOT available by default?

- a) Sum
- b) Count
- c) Average
- d) Median

Answer: d) Median

Q95. Pivot Tables refresh shortcut?

- a) Ctrl + R
- b) Alt + F5
- c) Ctrl + Shift + R
- d) F9

Answer: b) Alt + F5

Q96. Power Query is also known as:

- a) Get & Transform
- b) Power BI
- c) Query Editor
- d) DAX

Answer: a) Get & Transform



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Q97. Append in Power Query means:

- a) Join columns
- b) Merge rows
- c) Add rows
- d) Replace values

Answer: c) Add rows

Q98. Merge in Power Query is similar to:

- a) IF
- b) VLOOKUP
- c) CONCAT
- d) FILTER

Answer: b) VLOOKUP

Q99. Power Pivot supports relationships between:

- a) Sheets
- b) Cells
- c) Tables
- d) Charts

Answer: c) Tables

Q100. Which DAX function modifies filter context?

- a) SUM
- b) COUNT
- c) CALCULATE
- d) AVERAGE

Answer: c) CALCULATE

Q101. VBA stands for:

- a) Visual Business Application
- b) Visual Basic for Applications
- c) Virtual Basic Access
- d) Visual Binary Application

Answer: b) Visual Basic for Applications

Q102. Which key opens VBA Editor?

- a) Alt + F11
- b) Ctrl + F11
- c) Shift + F11
- d) Alt + F8

Answer: a) Alt + F11



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Q103. Macro security is found under:

- a) View
- b) Developer
- c) Trust Center
- d) Add-ins

Answer: c) Trust Center

Q104. Which object refers to the current workbook?

- a) ActiveSheet
- b) ThisWorkbook
- c) Workbooks
- d) Sheets

Answer: b) ThisWorkbook

Q105. What does Option Explicit do?

- a) Hides variables
- b) Forces variable declaration
- c) Stops macro
- d) Runs code faster

Answer: b) Forces variable declaration

Q106. Which function helps debug formulas?

- a) Trace Precedents
- b) Name Manager
- c) Evaluate Formula
- d) Watch Window

Answer: c) Evaluate Formula

Q107. Which function handles errors gracefully?

- a) IF
- b) IFERROR
- c) ERROR
- d) ISERROR

Answer: b) IFERROR

Q108. Which formula improves performance in large datasets?

- a) OFFSET
- b) INDIRECT
- c) INDEX
- d) RAND

Answer: c) INDEX



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Q109. Which Excel feature prevents formula editing?

- a) Freeze Panes
- b) Protect Sheet
- c) Lock Cells
- d) Hide Rows

Answer: b) Protect Sheet

Q110. Best file type for large Excel models?

- a) XLSX
- b) XLS
- c) XLSB
- d) CSV

Answer: c) XLSB

Q111. What causes #REF! error?

- a) Wrong syntax
- b) Deleted reference
- c) Wrong data type
- d) Blank cell

Answer: b) Deleted reference

Q112. What is structured referencing used in?

- a) Pivot Tables
- b) Charts
- c) Excel Tables
- d) Power Query

Answer: c) Excel Tables

Q113. What does TEXTJOIN do?

- a) Split text
- b) Join text with delimiter
- c) Remove spaces
- d) Format numbers

Answer: b) Join text with delimiter

Q114. Which Excel tool automates repetitive tasks without coding?

- a) VBA
- b) Power Query
- c) Solver
- d) Scenario Manager

Answer: b) Power Query



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Q115. What is the main advantage of XLOOKUP?

- a) Faster calculation
- b) Two-way lookup
- c) No column index
- d) All of the above

Answer: d) All of the above

Q116. What is the purpose of the Filter feature in Excel?

- a) To sort the data
- b) To delete data
- c) To display only the data that meets certain criteria
- d) To add rows

Answer: c) To display only the data that meets certain criteria

Q117. How do you start a formula in Excel?

- a) By typing @
- b) By typing #
- c) By typing +
- d) By typing =

Answer: d) By typing =

Q118. function is used to count the number of numerical values in a range?

- a) COUNT()
- b) COUNTBLANK()
- c) COUNTIF()
- d) COUNTA()

Answer: a) COUNT()

Q119. How do you insert a new worksheet in an Excel workbook?

- a) Press Ctrl + N
- b) Right-click on a worksheet tab and select Insert
- c) Right-click on the cell and select Insert
- d) Use the Insert tab in the Ribbon

Answer: b) Right-click on a worksheet tab and select Insert

Q120. is an Excel Cell?

- a) A chart type in Excel
- b) A toolbar in Excel
- c) A type of formula
- d) An individual box in a worksheet for data entry

Answer: d) An individual box in a worksheet for data entry



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Q121. What is an Excel Spreadsheet?

- a) A toolbar for formatting cells
- b) A type of chart in Excel
- c) A grid of rows and columns for organizing and analysing data
- d) A collection of documents

Answer: c) A grid of rows and columns for organizing and analysing data

Q122. What is an Excel Worksheet?

- a) A collection of multiple spreadsheets
- b) A single sheet within an Excel workbook
- c) A chart tool in Excel
- d) A type of formula for calculations

Answer: b) A single sheet within an Excel workbook

Q123. What is an Excel Workbook?

- a) A formula for calculations
- b) A collection of worksheets in a single file
- c) A type of chart in Excel
- d) A single sheet in Excel

Answer: b) A collection of worksheets in a single file

Q124. What is an Excel Macro?

- a) A set of recorded actions to automate tasks
- b) A function for formatting text
- c) A type of formula for calculations
- d) A tool for creating charts

Answer: a) A set of recorded actions to automate tasks

Q125. What is an Excel Graph?

- a) A type of worksheet
- b) A table of numbers
- c) A visual representation of data (similar to a chart)
- d) A tool for creating formulas

Answer: c) A visual representation of data (similar to a chart)

Q126. What is an Excel Range?

- a) A formatting style
- b) A collection of multiple workbooks
- c) A group of selected cells in a worksheet
- d) A specific type of chart

Answer: c) A group of selected cells in a worksheet



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Q127. What is an Excel Data Table?

- a) A tool for creating charts
- b) A table that only stores text data
- c) A type of worksheet
- d) A structured range of data used for analysis and calculations

Answer: d) A structured range of data used for analysis and calculations

Q128. Which function is used to calculate the average in a range of cells?

- a) SUM()
- b) MAX()
- c) AVERAGE()
- d) COUNT()

Answer: c) AVERAGE()

Q129. Which shortcut key is used to save an Excel workbook?

- a) Ctrl + S
- b) Ctrl + P
- c) Ctrl + C
- d) Ctrl + V

Answer: a) Ctrl + S

Q130. What does the VLOOKUP function do?

- a) Deletes a row
- b) Searches for data in columns
- c) Searches for data in rows
- d) Calculates a vertical sum

Answer: b) Searches for data in columns

Q131. How do you change the background color of a cell in Excel?

- a) Press Ctrl + B
- b) Use the “Fill Color” button in the ribbon
- c) Right-click and select “Background Color”
- d) Use the “Font Color” button

Answer: b) Use the “Fill Color” button in the ribbon

Q132. Where is the Excel Solver?

- a) In the View tab
- b) In the Insert tab
- c) In the Formulas tab
- d) In the Home tab

Answer: c) In the Formulas tab



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Q133. How are cells named in MS Excel?

- a) By using a formula
- b) By column letter only
- c) By combining column letter and row number
- d) By row number only

Answer: c) By combining column letter and row number

Q134. How do you merge two or more cells in Excel?

- a) Use the SUM function
- b) Click Merge & Center in the Home tab
- c) Use Ctrl + M
- d) Right-click and select Merge

Answer: b) Click Merge & Center in the Home tab

Q135. What is an Excel Template?

- a) A pre-designed spreadsheet for a specific task
- b) A set of formulas
- c) A collection of charts
- d) A tool for analyzing data

Answer: a) A pre-designed spreadsheet for a specific task

Q136. What does the Freeze Panes feature do?

- a) Changes the font style
- b) Locks specific rows and columns in place
- c) Hides the Ribbon
- d) Deletes unwanted data

Answer: b) Locks specific rows and columns in place

Q137. How do you apply a formula to all cells in a column?

- a) Use Ctrl + F
- b) Copy and paste
- c) Right-click and select Apply Formula
- d) Drag the fill handle down

Answer: d) Drag the fill handle down

Q138. How do you hide a row in Excel?

- a) Right-click the row number and select “Hide”
- b) Right-click on the worksheet tab and select “Hide Row”
- c) Press Ctrl + H
- d) Use the “Home” tab in the ribbon

Answer: a) Right-click the row number and select “Hide”



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Q139. What is an Excel Chart?

- a) A tool for creating formulas
- b) A visual representation of data
- c) A table of data
- d) A type of worksheet

Answer: b) A visual representation of data

Q140. What is the Excel Ribbon?

- a) A specific sheet in a workbook
- b) A cell formatting option
- c) A type of formula
- d) A bar at the top of the Excel window that contains various tools and commands

Answer: d) A bar at the top of the Excel window that contains various tools and commands

Q141. How can you download MS Excel for free?

- a) By using the trial version from the Microsoft website
- b) By downloading from unofficial websites
- c) By purchasing it from a third-party retailer
- d) By using a pirated version

Answer: a) By using the trial version from the Microsoft website

Q142. What is an Excel Dashboard?

- a) A tool for editing cell data
- b) A collection of charts and tables to visualize data in one view
- c) A type of Excel formula
- d) A way to organize worksheets

Answer: b) A collection of charts and tables to visualize data in one view

Q143. What is the Excel formula for calculating percentage?

- a) =A1*100/B1
- b) =A1/B1
- c) =A1*B1
- d) =A1+B1

Answer: a) =A1*100/B1

Q144. What is the Excel formula for multiplication?

- a) =A1+B1
- b) =A1*B1
- c) =A1-B1
- d) =A1/B1

Answer: b) =A1*B1



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Q145. How can you quickly select an entire column in Excel?

- a) Press Alt + C
- b) Press Ctrl + C
- c) Click on the column header
- d) Double-click any cell in the column

Answer: c) Click on the column header

Q146. Which Excel function is used to join two or more text strings?

- a) TEXTJOIN
- b) CONCATENATE
- c) MERGE
- d) JOIN

Answer: b) CONCATENATE

Q147. Which type of chart is best for showing trends over time in Excel?

- a) Scatter chart
- b) Bar chart
- c) Line chart
- d) Pie chart

Answer: c) Line chart

Q148. What does the TRIM function do?

- a) Converts text to uppercase
- b) Removes spaces from the text, except single spaces between words
- c) Rounds a number to a specific decimal
- d) Finds the length of text

Answer: b) Removes spaces from the text, except single spaces between words

Q149. How can you combine data from multiple sheets into one in Excel?

- a) By copying and pasting
- b) By using VLOOKUP
- c) By using Flash Fill
- d) By using Consolidate

Answer: d) By using Consolidate

Q150. What does the NOW() function return?

- a) A specific timestamp
- b) The current date only
- c) The current date and time
- d) The current time only

Answer: c) The current date and time



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Q151. How do you remove duplicate values in a range?

- a) Delete manually
- b) Use Data -> Remove Duplicates
- c) Use Sort
- d) Use Filter

Answer: b) Use Data -> Remove Duplicates

Q152. What is the purpose of the HLOOKUP function?

- a) To search for data in columns
- b) To search for data in rows
- c) To create horizontal tables
- d) To sort horizontal data

Answer: b) To search for data in rows

Q153. How can you freeze the top row in Excel?

- a) View -> Freeze Panes -> Freeze Top Row
- b) View -> Split -> Top Row
- c) Insert -> Freeze Top Row
- d) Data -> Freeze Panes

Answer: a) View -> Freeze Panes -> Freeze Top Row

Q154. Which function is used to find the largest value in a range?

- a) MIN()
- b) AVERAGE()
- c) MAX()
- d) LARGE()

Answer: c) Pivot Table

Q155. Which feature allows you to summarize data in Excel?

- a) Goal Seek
- b) Conditional Formatting
- c) Pivot Table
- d) Data Validation

Answer: c) Pivot Table

Q156. What does the IF function do?

- a) Formats cells
- b) Performs logical tests
- c) Finds average values
- d) Sorts data

Answer: b) Performs logical tests



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Q157. How do you apply a predefined style to cells in Excel?

- a) Right-click the cell and select “Style”
- b) Press Ctrl + Alt + S
- c) Use the Styles group in the Home tab
- d) Click Insert -> Style

Answer: c) Use the Styles group in the Home tab

Q158. What does the Excel function =SUMIF(A1:A10,>10") do?

- a) Returns the average of values greater than 10 in A1:A10
- b) Adds all values in the range A1:A10
- c) Adds only values greater than 10 from the range A1:A10
- d) Returns the number of values greater than 10 in A1:A10

Answer: c) Adds only values greater than 10 from the range A1:A10

Q159. How can you sort data in Excel?

- a) Use the Sort option in the Data tab
- b) Use the Wrap Text option
- c) Use Ctrl + S
- d) Use the Format menu

Answer: a) Use the Sort option in the Data tab

Q160. What happens when you press Ctrl + T in Excel?

- a) Opens the Format Cells dialog box
- b) Converts a range of cells into a table
- c) Inserts a new worksheet
- d) Deletes the selected cells

Answer: b) Converts a range of cells into a table

Q161. In Excel, how do you reference a cell from another worksheet in the same workbook?

- a) =Sheet1(A1)
- b) =A1(Sheet1)
- c) =Sheet1.A1
- d) =Sheet1!A1

Answer: d) =Sheet1!A1

Q162. In Excel, how can you prevent a formula from changing when you copy it to another cell?

- a) Use relative references (A1)
- b) Use mixed references (A\$1)
- c) Use absolute references (\$A\$1)
- d) Use the formula bar

Answer: c) Use absolute references (\$A\$1)



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Q163. How do you perform a multiple condition lookup in Excel using the “INDEX MATCH” combination?

- a) By adding additional MATCH functions in the formula
- b) By using the SUMPRODUCT function with INDEX
- c) By combining multiple IF functions in the INDEX formula
- d) By using wildcards in the MATCH function

Answer: a) By adding additional MATCH functions in the formula

Q164. What is the difference between MS Word and MS Excel?

- a) MS Word is for graphical design, while MS Excel is for coding
- b) MS Word focuses on text editing, while MS Excel focuses on data analysis and calculations
- c) MS Word is used for spreadsheets, while MS Excel is used for documents
- d) MS Word is only available in the cloud, while MS Excel is not

Answer: b)

Q165. What does the Ctrl + Z shortcut do in Excel?

- a) Save the workbook
- b) Undo the last action
- c) Close the workbook
- d) Redo the last action

Answer: b) Undo the last action

Q166. What happens if you press Ctrl + Shift + L in Excel?

- a) A new worksheet is created
- b) Filters are applied or removed
- c) A new row is added
- d) The worksheet is saved

Answer: b) Filters are applied or removed

Q167. Which shortcut is used to open the Format Cells dialog box?

- a) Ctrl + 1
- b) Ctrl + Shift + F
- c) Ctrl + F
- d) Ctrl + Alt + C

Answer: a) Ctrl + 1

Q168. How do you insert a comment in Excel?

- a) Press Ctrl + C
- b) Right-click on a cell and select “Insert Comment”
- c) Use the Insert tab
- d) Click on Review > Insert Comment

Answer: d) Click on Review > Insert Comment



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Q169. Which key combination is used to create a new worksheet?

- a) Shift + F11
- b) Ctrl + N
- c) Ctrl + F11
- d) Alt + W

Answer: a) Shift + F11

Q170. How can you quickly move to the last cell in a worksheet?

- a) Alt + End
- b) Ctrl + End
- c) Ctrl + Shift
- d) Ctrl + Home

Answer: b) Ctrl + End

Q171. What is the shortcut to insert a new row in Excel?

- a) Ctrl + Shift + Minus (-)
- b) Ctrl + Shift + Plus (+)
- c) Ctrl + Alt + Plus (+)
- d) Alt + Enter

Answer: b) Ctrl + Shift + Plus (+)

Q172. Which key is used to edit the content of a cell?

- a) F2
- b) F1
- c) F4
- d) F3

Answer: a) F2

Q173. What does the Ctrl + D shortcut do in Excel?

- a) Deletes the selected row
- b) Creates a chart
- c)Duplicates the worksheet
- d) Fills down data or formula from the cell above

Answer: d) Fills down data or formula from the cell above

Q174. How can you quickly insert the current date in a cell?

- a) Ctrl + Shift + ;
- b) Ctrl + ;
- c) Ctrl + D
- d) Ctrl + T

Answer: b) Ctrl + ;



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Q175. What does Alt + = do in Excel?

- a) Opens the file menu
- b) Auto-formats the cells
- c) Inserts the SUM function
- d) Opens the formula bar

Answer: c) Inserts the SUM function

Q176. How do you close an Excel workbook using a shortcut?

- a) Ctrl + E
- b) Ctrl + W
- c) Ctrl + D
- d) Ctrl + Q

Answer: b) Ctrl + W

Q177. What does Ctrl + H do in Excel?

- a) Opens the Replace dialog box
- b) Opens the Home tab
- c) Deletes rows
- d) Highlights cells

Answer: a) Opens the Replace dialog box

Q178. What does the shortcut Ctrl + “-“ do in Excel?

- a) Cuts the selected row or column
- b) Deletes the selected row or column
- c) Formats the selected row or column
- d) Copies the selected row or column

Answer: b) Deletes the selected row or column

Q179. How do you insert a hyperlink in Excel using a shortcut?

- a) Ctrl + I
- b) Ctrl + P
- c) Ctrl + K
- d) Ctrl + H

Answer: c) Ctrl + K

Q180. How do you select the entire row in Excel using a shortcut?

- a) Ctrl + A
- b) Ctrl + Spacebar
- c) Alt + Spacebar
- d) Shift + Spacebar

Answer: d) Shift + Spacebar



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Q181. How do you select the entire column in Excel using a shortcut?

- a) Ctrl + A
- b) Ctrl + P
- c) Shift + Spacebar
- d) Ctrl + Spacebar

Answer: d) Ctrl + Spacebar

Q182. How do you open the “Paste Special” dialog box in Excel using a shortcut?

- a) Ctrl + V
- b) Ctrl + Shift + V
- c) Alt + E, S, V
- d) Ctrl + Z

Answer: c) Alt + E, S, V

Q183. How do you open the “Go To” dialog box in Excel using a shortcut?

- a) Ctrl + H
- b) Ctrl + G
- c) Ctrl + N
- d) Ctrl + F

Answer: b) Ctrl + G

Q184. _____ is not a function in Excel.

- A) SUM
- B) MIN
- C) SUBTRACT
- D) MAX

Answer: C) SUBTRACT

Q185. _____ Excel function returns TRUE or FALSE based on two or more conditions

- A) =AVERAGEIFS
- B) =CONCAT
- C) =COUNTA
- D) =AND

Answer: D) =AND

Q186. Why is the =COUNTIF function in Excel used?

- A) Counts cells as specified
- B) Counts blank cells in a range
- C) Counts cells with numbers in a range
- D) Returns values based on a TRUE or FALSE condition

Answer: A) Counts cells as specified



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Q187. What happens when you click on CTRL + X after selecting some cells in Excel?

- A) The cell content of selected cells disappear from cell and stored in clipboard
- B) Value in the cells selected are marked for cutting
- C) The selected cells are deleted and the cells are shifted left
- D) The selected cells are deleted and cells are shifted up

Answer: B) Value in the cells selected are marked for cutting

Q188. ____ is the programming language used to write a Macro in MS Excel.

- A) Visual basic
- B) C+
- C) Java
- D) C++

Answer: A) Visual basic

Q189. How to remove borders applied in Cells?

- A) Select None on Border tab of Format cells
- B) Open the list on Border tool in Format Cell toolbar then choose first tool (none)
- C) Both of above
- D) None of above

Answer: D) None of above

Q190. _____ is not a valid data type in MS-Excel.

- A) Number
- B) Character
- C) Label
- D) Date/ Time

Answer: B) Character

Q191. What is MS Excel?

- A) Spreadsheet
- B) Database Management
- C) Presentation
- D) Workbook

Answer: A) Spreadsheet

Q192. What is the row limit of MS Excel 2019?

- A) 4,81,0576
- B) 1,048,576
- C) 1,57,648
- D) 1,63, 84

Answer: B) 1,048,576



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Q193. _____ logical function indicates TRUE only if all arguments are assessed as TRUE, and FALSE otherwise.

- A) OR
- B) AND
- C) IF
- D) ANDIF

Answer: B) AND

Q194. The intersection of a column and a row in a worksheet is called _____

- A) Column
- B) Address
- C) Value
- D) Cell

Answer: B) Address

Q195. The Greater Than sign (>) exemplifies a/an _____ operator.

- A) Arithmetic
- B) Conditional
- C) Logical
- D) Greater

Answer: C) Logical

Q196. _____ is the correct syntax of IF() Function.

- A) =IF (logical_test, TRUE([value_if_true]), FALSE([value_if_false]))
- B) =IF (logical_test, [value_if_true], [value_if_false])
- C) =IF (logical_test, {[value_if_true]}, {[value_if_false]})
- D) =IF (logical_test: [value_if_true], [value_if_false])

Answer: B) =IF (logical_test, [value_if_true], [value_if_false])

Q197. _____ type of chart is good for a single series of data.

- A) Column chart
- B) Cone chart
- C) Line chart
- D) Pie chart

Answer: D) Pie chart

Q198. What do Excel formulas start with?

- A) /
- B) f
- C) =
- D) .-

Answer: C) =



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Q199. Name the keyboard shortcut to use to switch between open Excel windows.

- A) CTRL + TAB
- B) ALT + TAB
- C) CTRL + ALT + TAB
- D) None of the above

Answer: A) CTRL + TAB

Q200. Name the keyboard shortcut used to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel ____.

- A) CTRL + SHIFT + C
- B) CTRL + SHIFT + "
- C) ALT + SHIFT + "
- D) CTRL + ALT + "

Answer: B) CTRL + SHIFT + "

Q201. In MS Excel, the keyboard shortcut "Ctrl+S" can be used to _____

- A) Save As
- B) Save
- C) Start new workbook
- D) Switch between opened tabs

Answer: B) Save

THANKS!

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