

Ms Excel Quiz 1

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Q1. What are the basic rectangular building blocks of a [spreadsheet](#)?

- ☐ Cells
- ☐ Zoom slider
- ☐ Help button
- ☐ All of these

Q2. Another name for a pre-programmed formula in [Excel](#) is

- ☐ Cell
- ☐ Graph
- ☐ Function
- ☐ Range

Q3. Excel is a program that is used to prepare a

- ☐ Slide presentation
- ☐ Spreadsheet
- ☐ Text document
- ☐ Database

Q4. In which tab wrap text feature is present in MS Excel 2007?

- ☐ Formulas
- ☐ View
- ☐ Insert
- ☐ Home

Q5. Which of the following identifies a cell in Excel?

- ☐ Address
- ☐ Formula
- ☐ Name
- ☐ Label

Q6. Which term is used to join the selected cells in to one cell?

- ☐ Filter
- ☐ Wrap
- ☐ Pivot
- ☐ Merge

Q7. A formula in Excel always begins with an ____

- ☐ Equal sign
- ☐ Colon
- ☐ Comma
- ☐ Space

Q8. What is the extension of saved file in MS Excel 2010?

- ☐ .xlsx
- ☐ .excel
- ☐ .xlx
- ☐ .xlw

Q9. Which command is used to close the window of Excel?

- ☐ Alt+ F4
- ☐ Ctrl + W
- ☐ Ctrl + R

☐ Ctrl + C

Q10. Which bar show the used formula of selected active cell?

- ☐ Formula bar
- ☐ Ribbon
- ☐ Menu bar
- ☐ Scroll bar