1. **What are the common/different types of workbooks?**

Answer: Excels comes with variety of workbooks which are curated to suit the systems that we use.

1. By default, the workbooks are saved as .xlsx which has no limitations unlike other workbook versions.
2. To interact (import/export) with systems like RDBMS or any other DATA basis. Commonly used format is .csv (comma separated values). This format allows user to save a single worksheet, format them before uploading it; this helps the system to interpret the data in the format assigned while saving. Similarly, data exported from servers/DBs are easily extracted in a CSV format
3. Macros enabled files have an different format named as .xlsm. This will allow the file to run automated tasks created in VB.
4. Compatability mode: When workbook is shared over email or other channels, due to difference in versions installed in the systems, workbook opens in compatibility mode (.xls is the 97-2003 version). To save workbook with current version and be able to save with new features, one needs to convert the file into .xlsx version.
5. **What is the definition of a CELL in Excel?**

Answer: A cells defined as an intersection between a column and a row. Cells are identified /referred by address, which is alphanumeric. Example A1 refers to Column A & row 1. When working with larger dataset and VBA, cell is referred as R1c1(Row 1, column 1). An xlsx worksheet consists of a MILLION + rows & 16 thousand columns, when multiplied a common excel sheet will have seventeen billion cells.

1. **What is a name box?**

Answer: Name box allows a user to know the active cell & also allows a user to jump a specific cell or cell range. The name box is found on the top left of the worksheet, towards the left of the formula bar. Via Name box one can assign a name to a cell/cell range/data table, and can use that name to recall data and use in function and formulas

1. **Name some of the reasons you would use Excel sheets?**

Answer: Excel works very similar to any Database, which is used to capture data at a transaction level, the accumulated data can further be analysed in forms of tables or charts. These functionalities can help one to achieve their goals, for example a store to maintain it's daily transaction, a call centre to note its daily attendance and many more.

Database entry, can import data from any source, database management, Data cleaning, Data analysis, Report Visualization, Dashboards (aids in decision making).

1. **What is a ribbon?**

Answer: Ribbon is a quick access to all the features built within excel, and is present in top of the worksheet below worksheet name, as a horizontal stripe. These are visible on the top of the excel, ribbon have collection of different tabs which have further bifurcation of groups & various commands. The ribbon has limited tabs shown which can be edited by right click -> Customize Ribbon Option. This can be used to modify, add/remove group of commands/individual commands from hidden tabs.

1. **Which of the following will not cut information?**
2. **Pressing Ctrl + C**
3. Selecting Edit>Cut from the menu
4. Clicking the Cut button on the standard
5. Pressing Ctrl+X

Show Answer:

1. **To activate the previous cell in a pre-selected range, press**
2. The Alt key
3. The Tab key
4. The Enter key
5. **None of the above**

Show Answer

1. **Which of the following describes how to select all the cells in a single column?**
2. Right click on column and select Pick from list
3. Use data – text to columns menu item
4. **Left click on the gray column title button**
5. Pressing Ctrl + A on the keyboard
6. **You can use the formula palette to?**
7. Format cells containing numbers
8. **Create and edit formulas containing functions**
9. Enter assumptions data
10. Copy a range of cells
11. **Which of the following is not located in the Page Setup dialog box?**
    1. **Page Break Preview**
    2. Page Orientation
    3. Margins
    4. Headers and Footers
12. **Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?**
    1. **Press Ctrl +Home**
    2. Press Home
    3. Press Shift + Home
    4. Press Alt + Home
13. **Which of the following methods can not be used to edit the contents of a cell?**
    1. **Press the Alt key**
    2. Clicking the formula bar
    3. Pressing the F2 key
    4. Double clicking the cell
14. **If you begin typing an entry into a cell and then realize that you don′t want your entry to be placed into a cell, you:**
    1. Press the Erase key
    2. **Press Esc**
    3. Press the Enter button
    4. Press the Edit Formula button
15. **When you group worksheets?**
    1. You can enter variable data on multiple worksheets at one time
    2. You can print more than one worksheet at a time
    3. You can enter common data, formats, and formulas on multiple worksheets at one time
    4. **b and c**
16. **You can use the format painter multiple times before you turn it off by**
    1. You can use the format painter button only one time when you click it
    2. **Double clicking the format painter button**
    3. Pressing the Ctrl key and clicking the format painter button
    4. Pressing Alt key and clicking the format painter button
17. **The default header for a worksheet is?**
    1. Your name
    2. The date and time
    3. **None**
    4. The sheet tab name
18. **Which is used to drag the selected range of data to another worksheet in the same workbook?**
    1. Tab key
    2. **Alt key**
    3. Shift key
    4. Ctrl key
19. **When creating a vertical page break**
    1. The active cell must be A1
    2. **The active cell can be anywhere in the worksheet**
    3. The active cell must be in row 1
    4. The active cell must be in column A
20. **What term refers to a specific set of values saved with the workbook?**
    1. **Range**
    2. Scenario
    3. Trend line
    4. What-if analysis
21. **When you use the fill effects in the format data series dialog box, you can not?**
    1. **rotate text on the chart**
    2. select a fore ground color
    3. select a pattern
    4. select a background color
22. **Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?**
    1. Rows and columns
    2. Headings
    3. **Speed**
23. **What is a worksheet range?**
    1. A command used for data modeling
    2. A range of values such as from 23 to 234
    3. **A group of cells**
    4. A group of worksheets
24. Getting data from a cell located in a different sheet is called?
    1. Accessing
    2. **Referencing**
    3. Updating
    4. Functioning
25. **Tab scrolling button**
    1. Allow you to view a different worksheet
    2. Allow you to view additional worksheet rows down
    3. Allow you to view additional worksheet columns to the right
    4. **Allow you to view additional sheets tabs**
26. **A numeric value can be treated as a label value if it precedes with?**
    1. **Apostrophe (')**
    2. Exclamation (!)
    3. Hash (#)
    4. Ampersand (&)
27. **Which of the following can you do by using the horizontal and vertical scroll bars?**
    1. **Split a worksheet into two panes**
    2. View different rows and columns
    3. Edit the contents of a cell
    4. View different worksheets
28. **What do we call a computer program that organizes data in rows and columns of cells?**

**Spreadsheet program**

* 1. Database program
  2. Word processor program
  3. Desktop publisher program

1. **You can add an image to a template by clicking the Insert Picture From Ribbon on the \_\_\_\_\_ Tab.**
   1. Standard
   2. **Insert**
   3. Drawing
   4. Picture
2. **What function displays row data in a column or column data in a row?**
   1. Hyperlink
   2. Index
   3. **Transpose**
   4. Rows