1. **What is the use SUM and SUMIF ?**

Answer: The sum function adds up two or more numbers into a single formula and give the final aggregated total. ~~To~~ sum function can be used for multiple cells, to entire column or extend to multiple columns. However, the SUMIF functions adds up two are more numbers with and additional feature of adding values only if certain criteria is met. =SUMIF(criteria range, criteria, SumRange). Very similar to the SUMIF function we also have SUMIFS these allows use to check for more than one criteria matching before adding any series of numbers. Eg. Assuming we have data table of Expenses for the 12 months, by doing SUM we get the total expenses & with SUM we can bifurcate Expenses by months.

1. **What does an IF function do?**

Answer: If function is used to test whether value is meeting certain criteria or not. The IF statement is also known as conditional statement. The IF formula has three arguments

1. condition to text.

2. True if condition is met

3. False if condition is NOT met

1. **What is the difference between now and Today?**

Answer: The formula =TODAY() gives the calendar date as per the systems. However, the =NOW() argument returns the date including the current hour, min & second of the day. By using these two functions the time stamp will be refreshing during every recalculate situation, if we close the sheet on 1st Jan 2022 and reopen the sheet next day the date will be automatically changed to 2nd Jan 2022. If we want to achieve date and time without using a function then we can use the shortcut Ctrl + ; to add a date and to add time we must use Ctrl + Shft + ; This will ensure the date are not dynamic.

1. **What types of referencing does excel has?**

Answer: Excel offers multiple types of referencing, namely fixed referencing or mixed referencing. Each of these have their on used cases.

1. Absolute Column, Relative Row

Placing Dollar ($) before the alphabet like ($A1) refers that the column value must remain in the A position. However, the row number can change as we copy and repeat the same formula into other cells.

1. Absolute Row, Relative Column

Placing Dollar ($) after the alphabet like (A$1) refers that the row number remains in the 1 row position. However, the column name can change as we copy and repeat the same formula into other cells.

1. Absolute Row, Absolute Column

Placing Doller ($) before the alphabet and before the row number very similar to ($A$1). In this case the reference will not change to any other column or cells, irrespective of any number of copy paste.

1. Relative Column, Relative Row

In this case both the row number and the column does not have any added symbols, example A1. Formula containing cell A1 if repeated from the place it was created to any other cell will move its position accordingly.

1. **A list of names are typed in incorrect case. Some in capital and some are in small case, we need to send emails to these list of names which requires the list to be corrected, how you correct them?**

Answer: To address this we must use a =PROPPER(name) function which will place the names in camel case.

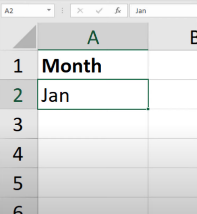
1. **You have a received a data file from a third party, you need to know how many of the fields do not have data in the respective cells, how will you identify and report them?**

Answer: We can use the =COUNTBLANK(range) function to identify the blank entries and report them accordingly

1. **The range A1=40, B1=30, C1=50 & D1=40. What will be output of =AVERAGE(A1:D1) ?**
   1. Answer: The output for this will be 40.
2. **How do you count a string in MS Excel?**
   1. Answer: By using CountA we can count a string in MS Excel.
3. **Shortcut Key for Autowidth of coloums**
   1. Answer: To adjust the column width we need to select the column by pressing SHFT + SPACE the press ALT + O + C + A.
4. **What does MOD function do?**
   1. Answer: MOD (modulus) function returns a the remaining value after dividing it with a number.
5. **Does each cell have unique address?**
   1. Answer: Yes, each cell has a unique address depends on the row and column value of the cell.
6. **MS-Excel uses the . . . . Function when creating a data table**

* 1. Average
  2. Count
  3. Both (a) & (b)
  4. **Table**

1. **In MS Excel to create a formula, you can use:**
   1. Values but not cell references
   2. Cell references but not values
   3. Values or cell references although not both at the same time
   4. **Both value and cell references**
2. **Which of the following is not a function in Microsoft Excel?**
   1. SUM
   2. MAX
   3. MIN
   4. **AVG**
3. **What MS-Excel feature can you use if you want to work with one record at a time?**
   1. Auto Complete
   2. Auto Filter
   3. **Data Form**
4. **In MS-Excel value used in a formula that does not change is called a**
   1. Cell address
   2. **Constant**
   3. Function
   4. None of these
5. **When typing character search criteria Excel matches fields based on:**
   1. Alphabetical order
   2. Capitalization
   3. **Spelling**
   4. Primary records
6. **For combining two or more cells we use?**
   1. **A data field**
   2. Merge functions
   3. Cache
   4. Trail
7. **To fix values in an excel we use?**
   1. **Absolute reference**
   2. Thumbnails
   3. Thread
   4. None of these
8. **Rows and columns intersect at the?**
   1. Style
   2. **Cell**
   3. Content
   4. Structure
9. **Which alignment choice spreads the data across the width of the cell?**
   1. **Center**
   2. Distributed
   3. Justify
   4. Indent
10. **In Microsoft Excel, the file you create and edit is called?**
    1. A form
    2. A ledger
    3. A table
    4. **A workbook**
11. **In MS-Excel which of the following is an absolute cell reference?**
    1. !A!1
    2. **$A$1**
    3. #a#1
    4. None of these
12. **Formatting a cell in Currency, you can specify:**
    1. Decimal Places
    2. Currency Symbol
    3. **Both A & B**
    4. None of these
13. **To move between the worksheets in a workbook in MS Excel, we can use which of the following shortcut?**
    1. Alt + =
    2. Ctrl + F9
    3. Ctrl + Tab
    4. **Ctrl + Page up**
14. **In MS-Excel what does SUMIF function do?**
    1. **Adds up cell values based on a condition**
    2. Adds all the numbers in a range of cells
    3. Returns a subtotal in a list or database
    4. Both (a) & (b)
15. **Which two functions check for the presence of numerical or nonnumerical characters in cells?**
    1. **ISNUMBER and ISTEXT**
    2. ISNUMBER and ISALPHA
    3. ISVALUE AND ISNUMBER
    4. ISVALUE and ISTEXT
16. **If you drag the fill handle (lower-right corner) of cell A2 downward into cells A3, A4, and A5, what contents will appear in those cells?**

[](https://github.com/Ebazhanov/linkedin-skill-assessments-quizzes/blob/main/microsoft-excel/images/003.png?raw=true)

* 1. Jan, Jan, Jan
  2. Feb, Mar, blank cell
  3. **Feb, Mar, Apr**
  4. FEB, MAB, APR