

MS Excel MCQ

1. what is the extension file excel 2004 ?

- a) .xls b) .excel c) .xcel d) .xcl

Ans. A

2. what is the extension file excel 2007 and above ?

- a) .xls b) .excel c) .xlsx d) .xcl

Ans. C

3. Worksheet is also called an array of_____.

- a) column b) cells c) box d) formula

Ans. b

4. How Cells are named in MS Excel?

- A** Alphabetically **B** Numerically
C Alphanumerically **D** Special Character

Ans. c

5. What is the maximum limit of rows in MS Excel 2010?

- A** 1084567 **B** 1048567 **C** 1048576 **D** 1084576

Ans. c

6. What is the maximum limit of column in MS Excel 2010?

- A** 16384 **B** 16438 **C** 16843 **D** 16348

Ans. a

7. Which bar lies top of the window in Excel Screen?

- A** Status Bar **B** Ruler **C** Title Bar **D** Scroll Bar

Ans. c

8. How rows are numbered in MS Excel?

- A** Alphabetically **B** Numerically **C** Alphanumerically **D** Special characters

Ans. b

9. How columns are named in MS Excel?

- A** Alphabetically **B** Numerically **C** Alphanumerically **D** Special characters

Ans. a

10. Which tab is used to include pivot table, charts, hyperlinks to a spread sheet?

- A** Insert **B** Page Layout **C** Data **D** Review

Ans. a

11. Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

- A** Formula **B** Data
C Review **D** Insert

Ans. b

12. Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

- A** Formula **B** Data
C Review **D** View

Ans. c

13. Which tool in Ms office is best for organizing data and making lists?

A Access B Excel C Power Point D Word

Ans. b

14. What is the file extension of Excel 2010?

A xls B xlsb C xlsx D xlsm

Ans. d

15. How does the single element in a worksheet known as in Excel?

A Cell B Column C Range D Row

Ans. a

16. What do you mean by A3,B13:B20,C7 reference in Excel?

A Range B Union C Formula D General

Ans. a

17. Which type of key should combine with ctrl key to create a macro key in Excel?

A Numeric B Alphabetic C Alphanumeric D Special characters

Ans. b

18. Which bar is used to display the sheet information and insertion point location in MS Excel?

A Ruler B Scroll Bar C Status Bar D Title Bar

Ans. c

19. Which tab is used to change the display of worksheet area and the data it contains?

A Page Layout B Data C Review D View

Ans. d

20. Which view in Excel displays the pages exactly as they appear when printed?

A Custom View B Full screen View C Page Break View D Page Layout view

Ans. d

21. Which tab is used for creating, formatting and editing a spreadsheet?

A Data B Home C Insert D Review

Ans. b

22. Which function is used to count the number of cells that contain numbers, in a range?

A Count () B Countif() C Sum() D Sumif()

Ans. a

23. Which function is used to add the values in a range?

A Count() B Sum() C ABS() D Sumif()

Ans. b

24. which symbol is used to excute formulas in MS Excel?

**A =
B ‘
C #
D “**

Ans. a

25. Where does the result displays when a formula is entered in Excel?

- A** Current Cell
- B** Next Cell
- C** Previous Cell
- D** Formula Bar

Ans. a

26. Which function in Excel is used to find the biggest value in a range?

- A** Ceiling
- B** DMAX
- C** LEN
- D** MAX

Ans. d

27. Which one of the following is a text function in MS Excel?

- A** MID()
- B** NOW()
- C** COUNT()
- D** SIGN

Ans. a

28. Which one of the following is a 'Date & Time' function in Excel?

- A** FIND()
- B** MOD()
- C** NOW()
- D** MID()

Ans. c

29. Which function is used to find the middle number in a range?

- A** MEDIAN()
- B** MID()
- C** TRIM()
- D** MODE()

Ans. a

30. What is the purpose 'Tab' key in MS Excel?

- A** Moves cell pointer to previous column
- B** Moves cell pointer to next column
- C** Moves cell pointer previous row
- D** Moves cell pointer next row

Ans. b

31. What is the purpose of 'Enter Key' in MS Excel?

- A** Moves cell pointer to previous column
- B** Moves cell pointer to next column
- C** Moves cell pointer to previous row
- D** Moves cell pointer to next row

Ans. d

32. Which function key is used to open go to dialogue box in MS Excel?

- A** F2
- B** F5
- C** F7
- D** F11

Ans. b

33. Which option in MS Excel is used to display the rows that meet certain conditions?

- A** Find
- B** Filter
- C** Format
- D** Sort

Ans. b

34. Which option in Excel is used to rearrange the rows base on the content of a particular column?

- A** Find
- B** Filter
- C** Sort
- D** Format

Ans. c

35. Which type of addressing is used to keep rows constant and column changes and vice versa while copying a formula from one area of the worksheet to another in Excel?

- A** Mixed
- B** General
- C** Relative
- D** Absolute

Ans. a

36. Which one of the following is 'no argument' function?

- A** Now() **B** Lower() **C** Max() **D** IF()

Ans. a

37. Which key is used to move the insertion point to the beginning of the current sheet?

- A** Pageup **B** Home
C Ctrl + pageup **D** Ctrl + Home

Ans. d

38. Which key is used to make multiple line in a single cell?

- A** Alt+ ↵ **B** Tab+↵ **C** Ctrl+ ↵ **D** Shift+ ↵

Ans. a

39. Columns in MS Excel are named in the form of _____.

- (a) alphabets (A, B, C, D,...) (b) numbers (1,2,3,4,...)
(c) roman numerals (I,II, III, IV,...) (d) none of them

Ans. a

40. Rows in MS Excel are named in the form of _____.

- (a) alphabets (A, B, C, D,...) (b) numbers (1,2,3,4,...)
(c) roman numerals (I,II, III, IV,...) (d) none of them

Ans. b

41. The intersection of a row and column in MS Excel is called _____.

- (a) spreadsheet (b) workbook (c) document (d) cell

Ans. d

42. The cell having and column number 3 and row number 6 is denoted by the name _____.

- (a) F3 (b) C6 (c) C3 (d) F6

Ans. b

43. In MS Excel, a function is entered by typing _____symbol first.

- (a) @ (b) \$ (c) # (d) =

Ans. d

44. MS Excel can _____given data.

- (a) sort (b) statistically analyze (c) draw graphs for (d) all of them

Ans. d

45. The latest version of MS Excel can have _____rows.

- (a) 10,48,576(b) 16,384 (c) 1024 (d) 512

Ans. a

46. The latest version of MS Excel can have _____columns.

- (a) 10,48,576(b) 16,384 (c) 1024 (d) 512

Ans. b

47. Excel supports recording of repeated actions with the help of _____.

- (a) graph (b) chart
(c) macro (d) other applications

Ans. c

48. MS Excel macros can be invoked using_____.

- (a) button (b) keystroke (c) both a & b (d) neither a nor b

Ans. c

49. MS Excel supports a version of Visual Basic called _____for programming.

- (a) Javascript (b) Visual Basic for Applications (VBA)
(c) ASP.NET (d) C#.NET

Ans. b

50. Each sheet in MS Excel file is called a _____.

- (a) workbook (b) worksheet (c) notesheet (d) notebook

Ans. b

51. By default, Excel worksheets are named _____.

- (a) book1, book2, book3, ... (b) sheet1, sheet2, sheet3,...
(c) page1, page2, page3, ... (d) note1, note2, note3, ...

Ans. b

52. Excel file without any macros has the default extension of _____.

- (a) .xlsx (b) .xls (c) .xlsm (d) .xlst

Ans. a

53. Excel file containing macros has the default extension of_____.

- (a) .xlsx (b) .xls (c) .xlsm (d) .xlst

Ans. c

54. MS Excel can reference data in _____.

- (a) the same sheet
(b) different sheet in the same workbook
(c) different sheet in a different workbook
(d) all of them

Ans. d

55. In MS Excel, the common type of dataapplicable to any cell is called _____data type.

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

Ans. a

56. In MS Excel, the data type suitable forhandling numbers is called _____data type.

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

Ans. b

57. In MS Excel, number data type can control the _____.

- (a) digit grouping (b) number of decimal places
(c) both a & b (d) neither a nor b

Ans. c

58. In MS Excel, numbers can be grouped and prefixed with a currency symbol using _____data type.

- (a) Accounting
(b) Currency
(c) both a & b
(d) neither a nor b

Ans. c

59. In MS Excel, _____ data type is suitable for handling dates.

- (a) Date (b) Time (c) Percentage (d) Fraction

Ans. a

60. In MS Excel, _____ data type is suitable for handling time values.

- (a) Date (b) Time (c) Percentage (d) Fraction

Ans. b

61. In MS Excel, _____ data type takes values between 0 and 1 and displays them in percentage format.

- (a) Date
(b) Time
(c) Percentage
(d) Fraction

Ans. c

62. In MS Excel, _____ data type displays decimal fractions as vulgar or mixed fractions.

- (a) Date (b) Time (c) Percentage (d) Fraction

Ans. d

63. In MS Excel, _____ data type displays numbers in scientific notation.

- (a) Scientific (b) Text (c) Custom (d) Date

Ans. a

64. In MS Excel, _____ data type is suitable for names and other character sequences.

- (a) Scientific (b) Text (c) Custom (d) Date

Ans. b

65. In MS Excel, _____ data type supports formatting of numbers with suitable customization.

- (a) Scientific (b) Text (c) Custom (d) Date

Ans. c

66. In MS Excel, for the number 45453453 to be displayed as 4,54,53,453.0, the custom format could be _____.

- (a) ###,###,##,##0.0 (b) ###,###,##0.0 (c) #####0.0 (d) ##,##,##,###.#

Ans. a

67. In custom formatting of numbers, an optional digit is denoted by _____ symbol.

- (a) 0 (b) # (c) \$ (d) ^

Ans. b

68. In custom formatting of numbers, a compulsory/ mandatory digit is denoted by _____ symbol.

- (a) 0 (b) # (c) \$ (d) ^

Ans. a

69. When copying and pasting an excel formula, the method which permits formula to progressively update cell references is called _____ referencing system.

- (a) static (b) semi-relative (c) relative (d) none of them

Ans. c

70. When copying and pasting an excel formula, the method which permits formula to progressively update either column reference or row reference (but not both column and row references) is called _____referencing system.

- (a) static (b) semi-relative (c) relative (d) none of them

Ans. b

71. When copying and pasting an excel formula, the method which keeps references to a particular cell address is called _____referencing system.

- (a) static (b) semi-relative (c) relative (d) none of them

Ans. a

72. The formula = A5 *5is written in _____system.

- (a) static (b) semi-relative (c) relative (d) none of them

Ans. c

73. The formula = A5 * 5, when copied tothe next row of the same column, willbecome _____ system.

- (a) = A4 * 5 (b) = B5 *5 (c) = A7 *5 (d) = A6 *5

Ans. d

74. In MS Excel, _____functions help to access databases stored in spreadsheets.

- (a) Cube/ Database (b) Date/ Time (c) Engineering (d) Financial

Ans. a

75. _____functions help to access date and time functions in MS Excel.

- (a) Cube/ Database (b) Date/ Time (c) Engineering (d) Financial

Ans. b

76. _____functions help to access base conversion, logarithmic and other Engineering features in MS Excel.

- (a) Cube/ Database (b) Date/ Time (c) Engineering (d) Financial

Ans. c

77. In MS Excel, _____functions help to access interest calculation, accounting and currency related calculations.

- (a) Cube/ Database (b) Date/ Time (c) Engineering (d) Financial

Ans. d

78. In MS Excel, _____functions help to check the status of cells, as to whether the cell is blank, contains a number, text, type of data, etc.

- (a) Information (b) Logical (c) Lookup & reference (d) Math & Trigonometric

Ans. a

79. In MS Excel, _____functions help to make logical functions like AND, OR, NOT, etc.

- (a) Information (b) Logical (c) Lookup & reference (d) Math & Trigonometric

Ans. b

80. In MS Excel, _____functions help to make lookup in other sheets and references.

- (a) Information (b) Logical
(c) Lookup & reference (d) Math & Trigonometric

Ans. c

81. In MS Excel, mathematical functions like round, absolute, ceiling, floor, etc. and trigonometric functions like sin, cos, tan, asin, acos, atan, etc are containing the category of _____.
(a) Information (b) Logical (c) Lookup & reference (d) Math & Trigonometric
Ans. d
82. In MS Excel, statistical functions like average, standard deviation, median, mode, etc. can be accessed under the category _____.
(a) Logical (b) Lookup & reference (c) Math & Trigonometric (d) Statistical
Ans. d
83. In MS Excel, functions for length of text, text search, text concatenation, upper, lower and proper, etc. can be accessed under the category _____.
(a) Text (b) Logical (c) Lookup & reference (d) Math & Trigonometric
Ans. a
84. _____ function in MS Excel takes year, month and date values and displays given date.
(a) DATE (b) DATEDIF (c) DATEVALUE (d) DAY
Ans. a
85. _____ function in MS Excel takes a date value and returns the day of month.
(a) DATE (b) DATEDIF (c) DATEVALUE (d) DAY
Ans. d
86. _____ function in MS Excel takes 2 date values and calculates the difference between the dates in years ("Y"), months ("M") or days ("D").
(a) DATE (b) DATEDIF (c) DATEVALUE (d) DAY
Ans. b
87. _____ function in MS Excel takes a date string and returns parsed date value.
(a) DATE (b) DATEDIF (c) DATEVALUE (d) DAY
Ans. c
88. _____ function in MS Excel returns number of days between given dates.
(a) DAYS/ DAYS360 (b) EDATE (c) EOMONTH (d) HOUR
Ans. a
89. _____ function in MS Excel takes a date, number of months to offset from that date and returns new date.
(a) DAYS/ DAYS360 (b) EDATE (c) EOMONTH (d) HOUR
Ans. b
90. _____ function in MS Excel returns last date of the month represented by given date.
(a) DAYS/ DAYS360 (b) EDATE (c) EOMONTH (d) HOUR
Ans. c
91. _____ function in MS Excel returns the hour represented by the given time.
(a) DAYS/ DAYS360 (b) EDATE (c) EOMONTH (d) HOUR
Ans. d
92. _____ function in MS Excel returns minutes from a time value.
(a) MINUTES (b) SECOND (c) EOMONTH (d) HOUR
Ans. a

93. _____function in MS Excel returns seconds from a time value.
(a) MINUTES (b) SECOND (c) EOMONTH (d) HOUR
Ans. b

94. _____function in MS Excel returns current time.
(a) MINUTES (b) SECOND (c) NOW (d) HOUR
Ans. c

95. _____function in MS Excel returns current date.
(a) MINUTES (b) SECOND (c) NOW (d) TODAY
Ans. d

96. _____function in MS Excel returns day of week for given date.
(a) WEEKDAY (b) WORKDAY (c) YEAR (d) YEARFRAC
Ans. a

97. _____function in MS Excel returns the date after given number of working days.
(a) WEEKDAY (b) WORKDAY (c) YEAR (d) YEARFRAC
Ans. b

98. _____function in MS Excel returns the year part of given date.
(a) WEEKDAY (b) WORKDAY (c) YEAR (d) YEARFRAC
Ans. c

99. _____function in MS Excel returns fractional year between given dates.
(a) WEEKDAY (b) WORKDAY (c) YEAR (d) YEARFRAC
Ans. d

100. In MS Excel, _____function converts a binary number to decimal number.
(a) BIN2DEC (b) BIN2HEX (c) BIN2OCT (d) BITAND
Ans. a

101. In MS Excel, _____function converts a binary number to hexadecimal number.
(a) BIN2DEC (b) BIN2HEX (c) BIN2OCT (d) BITAND
Ans. b

102. In MS Excel, _____function converts a binary number to octal number.
(a) BIN2DEC (b) BIN2HEX (c) BIN2OCT (d) BITAND
Ans. c

103. In MS Excel, _____function performs bitwise AND operation.
(a) BIN2DEC (b) BIN2HEX (c) BIN2OCT (d) BITAND
Ans. d

104. In MS Excel, _____function performs bitwise OR operation.
(a) BITOR (b) BITSHIFT (c) BITXOR (d) BITAND
Ans. a

105. In MS Excel, _____function performs bitwise right shift operation.
(a) BITOR (b) BITSHIFT
(c) BITXOR (d) BITAND
Ans. b

106. In MS Excel, _____ function performs bitwise XOR operation.

- (a) BITOR (b) BITSHIFT (c) BITXOR (d) BITAND

Ans. c

107. In MS Excel, _____ function converts decimal number to binary number.

- (a) COVNERT (b) DEC2BIN (c) DEC2HEX (d) DEC2OCT

Ans. b

108. In MS Excel, _____ function converts decimal number to hexadecimal number.

- (a) COVNERT (b) DEC2BIN (c) DEC2HEX (d) DEC2OCT

Ans. c

109. In MS Excel, _____ function converts decimal number to octal number.

- (a) COVNERT (b) DEC2BIN (c) DEC2HEX (d) DEC2OCT

Ans. d

110. In MS Excel, _____ function returns 1 if given values are equal.

- (a) DELTA (b) DEC2BIN (c) DEC2HEX (d) DEC2OCT

Ans. a

111. In MS Excel, _____ function converts hexadecimal number to binary number.

- (a) DELTA (b) HEX2BIN
(c) HEX2DEC (d) HEX2OCT

Ans. b

112. In MS Excel, _____ function converts hexadecimal number to decimal number.

- (a) DELTA (b) HEX2BIN (c) HEX2DEC (d) HEX2OCT

Ans. c

113. In MS Excel, _____ function converts hexadecimal number to octal number.

- (a) DELTA (b) HEX2BIN (c) HEX2DEC (d) HEX2OCT

Ans. d

114. In MS Excel, _____ function returns true if a cell is blank.

- (a) ISBLANK (b) ISERR (c) ISEVEN (d) ISODD

Ans. a

115. In MS Excel, _____ function returns true if there is an error in the formula contained in given cell.

- (a) ISBLANK (b) ISERR (c) ISEVEN (d) ISODD

Ans. b

116. In MS Excel, _____ function returns true if the given cell contains an even number.

- (a) ISBLANK (b) ISERR (c) ISEVEN (d) ISODD

Ans. c

117. In MS Excel, _____ function returns true if the given cell contains an odd number.

- (a) ISBLANK (b) ISERR (c) ISEVEN (d) ISODD

Ans. d

118. In MS Excel, _____ function returns true if the given cell contains a formula.

- (a) ISFORMULA (b) ISERR (c) ISEVEN (d) ISODD

Ans. a

119. In MS Excel, _____function returns true if the given cell a logical value (TRUE or FALSE).
(a) ISNUMBER (b) ISNONTTEXT (c) ISNA (d) ISLOGICAL
Ans. d

120. In MS Excel, _____function returns true if the given cell contains a number.
(a) ISNUMBER (b) ISNONTTEXT (c) ISNA (d) ISLOGICAL
Ans. a

121. In MS Excel, _____function returns true if the given cell contains Logical value (TRUE or FALSE).
(a) ISNUMBER (b) ISNONTTEXT (c) ISNA (d) ISLOGICAL
Ans. d

122. In MS Excel, _____function returns true if the given cell contains a value other than text (number, logical, etc.).
(a) ISNUMBER (b) ISNONTTEXT (c) ISNA (d) ISLOGICAL
Ans. b

123. In MS Excel, _____function returns true if #NA error has occurred.
(a) ISNUMBER (b) ISNONTTEXT (c) ISNA (d) ISLOGICAL
Ans. c

124. In MS Excel, _____function returns number equivalent of text value.
(a) N (b) NA (c) TYPE (d) AND
Ans. a

125. In MS Excel, _____function returns #NA error number.
(a) N (b) NA (c) TYPE (d) AND
Ans. b

126. In MS Excel, _____function returns a number corresponding to the data type of the cell.
(a) N (b) NA (c) TYPE (d) AND
Ans. c

127. In MS Excel, _____function returns true only if all the given conditions are true.
(a) OR (b) FALSE (c) TRUE (d) AND
Ans. d

128. In MS Excel, _____function returns true even if just one of the given conditions is true.
(a) OR (b) FALSE (c) TRUE (d) AND
Ans. a

129. In MS Excel, _____function tests the condition given in the first part, executes second part if the condition is true or executes third part if the condition is false.
(a) OR (b) IF (c) TRUE (d) AND
Ans. b

130. In MS Excel, _____function returns positive value irrespective of whether the input is positive or negative.
(a) ABS (b) ASIN
(c) ACOS (d) ATAN
Ans. a

131. In MS Excel, _____function returns aggregate value like count, sum, average, etc.
(a) ARABIC (b) ASINH (c) ATANH (d) AGGREGATE

Ans. d

132. In MS Excel, _____function returns hyperbolic sin value.

(a) ACOSH (b) ASINH (c) ATANH (d) AGGREGATE

Ans. b

133. In MS Excel, _____function returns hyperbolic cosine value.

(a) ACOSH (b) ASINH (c) ATANH (d) AGGREGATE

Ans. a

134. In MS Excel, _____function returns hyperbolic tan value.

(a) ACOSH (b) ASINH (c) ATANH (d) AGGREGATE

Ans. c

135. In MS Excel, _____function returns the integer just above a fractional number.

(a) CEILING (b) FLOOR (c) ROUND (d) ROUNDDOWN

Ans. a

136. In MS Excel, _____function returns the integer just below a fractional number.

(a) CEILING (b) FLOOR (c) ROUND (d) ROUNDDOWN

Ans. b

137. In MS Excel, _____function returns the number rounded to the given digits.

(a) CEILING (b) FLOOR (c) ROUND (d) ROUNDDOWN

Ans. c

138. In MS Excel, _____function returns the number rounded DOWN to the given digits, simply discarding the trailing value even if it is greater than or equal to 5.

(a) CEILING (b) FLOOR (c) ROUND (d) ROUNDDOWN

Ans. d

139. In MS Excel, _____function returns the number rounded UP to the given digits, simply discarding the trailing value even if it is greater than or equal to 5.

(a) ROUNDUP (b) FLOOR (c) ROUND (d) ROUNDDOWN

Ans. a

140. In MS Excel, _____function converts given angle from radian to degrees.

(a) DEGREES (b) RADIANS (c) EVEN (d) ODD

Ans. a

141. In MS Excel, _____function converts given angle from degrees to radians.

(a) DEGREES (b) RADIANS (c) EVEN (d) ODD

Ans. b

142. In MS Excel, _____function returns the nearest even number.

(a) DEGREES (b) RADIANS (c) EVEN (d) ODD

Ans. c

143. In MS Excel, _____function returns the nearest odd number.

(a) DEGREES (b) RADIANS (c) EVEN (d) ODD

Ans. d

144. In MS Excel, _____ function returns the exponential value for given number.

- (a) EXP (b) LN (c) LOG/ LOG10 (d) FACT

Ans. a

145. In MS Excel, _____ function returns the natural logarithm for given number.

- (a) EXP (b) LN (c) LOG/ LOG10 (d) FACT

Ans. b

146. In MS Excel, _____ function returns the common logarithm (to the base 10) for given number.

- (a) EXP (b) LN (c) LOG/ LOG10 (d) FACT

Ans. c

147. In MS Excel, _____ function returns the factorial of given number in integer format.

- (a) FACTDOUBLE (b) LN (c) LOG/ LOG10 (d) FACT

Ans. d

148. In MS Excel, _____ function returns the factorial of given number in double number format.

- (a) FACTDOUBLE (b) LN (c) LOG/ LOG10 (d) FACT

Ans. a

149. In MS Excel, _____ function returns the greatest common divisor for given numbers.

- (a) FACTDOUBLE (b) GCD (c) LCM (d) INT

Ans. b

150. In MS Excel, _____ function returns the least common multiple for given numbers.

- (a) FACTDOUBLE (b) GCD (c) LCM (d) INT

Ans. c

151. In MS Excel, _____ function returns the integer equivalent of given number, after discarding fractional parts.

- (a) FACTDOUBLE (b) GCD (c) LCM (d) INT

Ans. d

152. In MS Excel, _____ function returns the determinant of given matrix.

- (a) MDTERM (b) MINVERSE (c) MMUL (d) MOD

Ans. a

151. In MS Excel, _____ function returns the inverse of given matrix.

- (a) MDTERM (b) MINVERSE (c) MMUL (d) MOD

Ans. b

152. In MS Excel, _____ function returns the multiplication result of given matrix.

- (a) MDTERM (b) MINVERSE (c) MMUL (d) MOD

Ans. c

153. In MS Excel, _____ function returns the module remainder for given number and divisor.

- (a) QUOTIENT (b) MINVERSE (c) MMUL (d) MOD

Ans. d

154. In MS Excel, _____ function returns the quotient for given number and divisor.

- (a) QUOTIENT (b) MINVERSE (c) MMUL (d) MOD

Ans. a

155. In MS Excel, _____function returns the number rounded to the nearest multiple of the second argument.

- (a) PI (b) POWER (c) MROUND (d) RAND

Ans. c

156. In MS Excel, _____function returns the power of given number raised by second argument.

- (a) PI (b) POWER (c) MROUND (d) RAND

Ans. b

157. In MS Excel, _____function returns a random number.

- (a) PI (b) POWER (c) MROUND (d) RAND

Ans. d

158. In MS Excel, _____function returns a random number between given lower limit and upper limit.

- (a) PI (b) POWER (c) MROUND (d) RANDBETWEEN

Ans. d

159. In MS Excel, _____function converts a number from Roman numeral to Arabic numeral.

- (a) ROMAN (b) ARABIC (c) SIGN (d) SQRT

Ans. b

160. In MS Excel, _____function converts a number from Arabic numeral to Roman numeral.

- (a) ROMAN (b) ARABIC (c) SIGN (d) SQRT

Ans. a

161. In MS Excel, _____function returns the square root of the given number.

- (a) ROMAN (b) ARABIC (c) SIGN (d) SQRT

Ans. d

162. In MS Excel, _____function returns the subtotal of given numbers.

- (a) SUBTOTAL (b) SUM (c) SUMIF (d) SUMSQ

Ans. a

163. In MS Excel, _____function returns the sum of given numbers.

- (a) SUBTOTAL (b) SUM (c) SUMIF (d) SUMSQ

Ans. b

164. In MS Excel, _____function returns the sum of squares of given numbers.

- (a) SUBTOTAL (b) SUM (c) SUMIF (d) SUMSQ

Ans. d

165. In MS Excel, _____function returns the sum of those numbers that fulfill given condition.

- (a) SUBTOTAL (b) SUM (c) SUMIF (d) SUMSQ

Ans. c

166. In MS Excel, _____function truncates decimal digits of given real number to produce an integer value.

- (a) TRUNC
(b) SUM
(c) SUMIF
(d) SUMSQ

Ans. a

167. In MS Excel, _____function calculates the average absolute (unsigned) deviation.

- (a) AVERAGE (b) AVEDEV (c) AVERAGEIFS (d) CORREL

Ans. b

168. In MS Excel, _____function calculates the average of given numbers.

- (a) AVERAGE (b) AVEDEV (c) AVERAGEIFS (d) CORREL

Ans. a

169. In MS Excel, _____function calculates the average of given numbers which fulfill the given conditions.

- (a) AVERAGE (b) AVEDEV (c) AVERAGEIFS (d) CORREL

Ans. c

170. In MS Excel, _____function calculates the coefficient of correlation.

- (a) AVERAGE (b) AVEDEV (c) AVERAGEIFS (d) CORREL

Ans. d

171. In MS Excel, _____function counts the number of objects.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTBLANK

Ans. a

172. In MS Excel, _____function counts the number of blank cells.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTBLANK

Ans. d

173. In MS Excel, _____function returns the sum of squares of deviations.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTBLANK

Ans. b

174. In MS Excel, _____function counts the items based on given condition.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTIF

Ans. d

175. In MS Excel, _____function counts the items based on given conditions.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTIFS

Ans. d

176. In MS Excel, _____function provides a linear estimate of the result expected for given input.

- (a) COUNT (b) DEVSQ (c) FORECAST (d) COUNTIFS

Ans. c

177. In MS Excel, _____function provides an exponential estimate of the result expected for given input.

- (a) GROWTH (b) GEOMEAN (c) LARGE (d) MEDIAN

Ans. a

178. In MS Excel, _____function returns the median value of a list.

- (a) GROWTH
(b) GEOMEAN
(c) LARGE
(d) MEDIAN

Ans. d

179. In MS Excel, _____function returns geometric mean.
(a) GROWTH (b) GEOMEAN (c) LARGE (d) MEDIAN
Ans. b

180. In MS Excel, _____function returns the largest value from a list.
(a) MAX (b) MIN (c) PERMUT (d) RANK
Ans. a

181. In MS Excel, _____function returns the smallest value from a list.
(a) MAX (b) MIN (c) PERMUT (d) RANK
Ans. b

182. In MS Excel, _____function returns result of permutations.
(a) MAX (b) MIN (c) PERMUT (d) RANK
Ans. c

183. In MS Excel, _____function returns the rank of given number when compared to a list of numbers.
(a) MAX (b) MIN (c) PERMUT (d) RANK
Ans. d

184. In MS Excel, _____function returns the n^{th} smallest value from a sorted list.
(a) MAX (b) SMALL (c) PERMUT (d) RANK
Ans. b

185. In MS Excel, _____function returns the standard deviation of given numbers.
(a) MAX (b) SMALL (c) PERMUT (d) STDEV
Ans. d

186. In MS Excel, _____function returns the character equivalent of numeric ASCII value.
(a) CHAR (b) CODE (c) DOLLAR (d) CONCATENATE
Ans. a

187. In MS Excel, _____function returns the ASCII code for given character value.
(a) CHAR (b) CODE (c) DOLLAR (d) CONCATENATE
Ans. b

188. ASCII stands for _____.
(a) American Standard Code for Information Interface
(b) African Standard Code for Information Interchange
(c) American Standard Code for Information Interchange
(d) American Standard Character for Information Interchange
Ans. c

189. In MS Excel, _____function formats a number as currency and prefixes the currency symbol of the locale.
(a) CHAR (b) CODE (c) DOLLAR (d) CONCATENATE
Ans. c

190. In MS Excel, _____function appends several strings one after the other.
(a) CHAR (b) CODE (c) DOLLAR (d) CONCATENATE
Ans. d

191. In MS Excel, _____function compares two text values.
(a) FORMAT (b) LEFT (c) EXACT (d) FIND
Ans. c

192. In MS Excel, _____function returns the location of the first string occurring within the second, larger string.
(a) FORMAT (b) LEFT (c) EXACT (d) FIND
Ans. d

193. In MS Excel, _____ function formats given number based on rules provided using # and 0 characters.
(a) FORMAT (b) LEFT (c) EXACT (d) FIND
Ans. a

194. In MS Excel, _____function returns the leftmost character of a string.
(a) FORMAT (b) LEFT (c) EXACT (d) RIGHT
Ans. b

195. In MS Excel, _____function returns the rightmost character of a string.
(a) FORMAT (b) LEFT (c) EXACT (d) RIGHT
Ans. d

196. In MS Excel, _____function returns the length of given string.
(a) LOWER (b) UPPER (c) PROPER (d) LEN
Ans. d

197. In MS Excel, _____function returns the lower case version of given string.
(a) LOWER (b) UPPER (c) PROPER (d) LEN
Ans. a

198. In MS Excel, _____function returns the upper case version of given string.
(a) LOWER (b) UPPER (c) PROPER (d) LEN
Ans. b

199. In MS Excel, _____function returns the first letter capitalized version of given string.
(a) LOWER (b) UPPER (c) PROPER (d) LEN
Ans. c

200. In MS Excel, _____function returns a string after replacing given characters of first string using the last string.
(a) SEARCH (b) REPLACE (c) REPT (d) LOWER
Ans. b

201. In MS Excel, _____function repeats a string for given number of times.
(a) SEARCH (b) REPLACE (c) REPT (d) LOWER
Ans. c

202. In MS Excel, _____function returns the location of the first string occurring inside the second string.
(a) SEARCH (b) REPLACE (c) REPT (d) LOWER
Ans. a

203. In MS Excel, _____function returns a string only when the given input is a string, returning blank value otherwise.

- (a) TEXT (b) SUBSTITUTE (c) TRIM (d) T

Ans. d

204. In MS Excel, _____function returns formatted version of given number.

- (a) T (b) TEXT (c) SUBSTITUTE (d) TRIM

Ans. b

205. In MS Excel, _____function substitutes new text in place of given old text.

- (a) T (b) TEXT (c) SUBSTITTE (d) TRIM

Ans. c

206. In MS Excel, _____function removes space at the beginning or end of a string.

- (a) T (b) TEXT (c) SUBSTITTE (d) TRIM

Ans. d

207. In MS Excel, _____function converts given text to number.

- (a) T (b) VALUE (c) SUBSTITTE (d) TRIM

Ans. b

208. Data can be sorted using _____menu in MS Excel.

- (a) Data>Filter
(b) Data>Sort
(c) Data>What if analysis>Data table
(d) Data>What if analysis>Pivot table

Ans. b

209. To sort data in MS Excel, _____containing data for sorting should be selected.

- (a) all the cells (b) just the column (c) just one row (d) only one cell

Ans. a

210. The sort dialog in MS Excel contains a tick box named _____to select whether the data contains a header row or not.

- (a) My data contains footers
(b) My data contains errors
(c) My data contains pictures
(d) My data contains headers

Ans. d

211. The sorting dialog in MS Excel contains _____boxes to choose sorting criteria.

- (a) column name to be used for sorting (b) whether to sort by value, color or icon
(c) whetherto sort ascending or descending (d) all of them

Ans. d

212. In MS Excel, if the sorting requires several levels of criteria, the same can be added using _____button in sorting dialog.

- (a) Add level
(b) add row
(c) add column
(d) add filter

Ans. a

213. Data can be filtered using _____ menu in MS Excel.

- (a) Data>Filter
- (b) Data>Sort
- (c) Data>What if analysis>Data table
- (d) Data>What if analysis>Pivot table

Ans. a

214. For applying filtering, the data should contain _____.

- (a) no header row
- (b) header row
- (c) footer row
- (d) pivot table

Ans. b

215. After selecting data and invoking Data>Filter from the menu, a _____ appears in each column of the first row to enable filtering.

- (a) circle
- (b) square
- (c) triangular button
- (d) red dot

Ans. c

216. The triangular filter button at header row of data helps sorting of data using _____.

- (a) ascending/descending order
- (b) color
- (c) search specific values or applying filter conditions for numbers
- (d) all of them

Ans. d

217. After selecting the cells to be subjected to data validation, choose _____ from the menu to validate data in MS Excel.

- (a) Data>Filter
- (b) Data>Sort
- (c) Data>Validation
- (d) Data>What if analysis>Pivot table

Ans. c

218. In MS Excel, permitting data values in specific range for entry in a cell is called _____ of data.

- (a) validation
- (b) sorting
- (c) filtering
- (d) chart

Ans. a

219. The data validation dialog shows, allow criterion with _____ conditions.

- (a) between/ not between
- (b) equal to/ not equal to
- (c) >; <;_;
- (d) all of them

Ans. d

220. In MS Excel, data violating the validation rule may be _____ using Data>Validation>Circle invalid data.

- (a) encircled
- (b) deleted
- (c) sorted
- (d) coloured

Ans. a

221. In MS Excel, to display a specific error message for invalid data entry, _____ tab in validation dialog can be opened to set a custom message.

- (a) Error display
- (b) Input message
- (c) Output message
- (d) Result message

Ans. a

222. MS Excel supports _____ type chart.

- (a) column/ bar
- (b) pie/ area/ stock/ surface/ doughnut/ bubble/ radar
- (c) scatter/ line
- (d) all of them

Ans. d

223. The data used for charting should have _____ to decide the graph parameters like axis name.
(a) header row (b) footer row (c) blank row (d) blank column

Ans. a

224. In MS Excel, pie chart may be inserted using _____ menu.

(a) Insert>Pie (b) Insert>Column (c) Insert>Bar (d) Insert>line

Ans. a

225. In MS Excel, bar chart may be inserted using _____ menu.

(a) Insert>Pie (b) Insert>Column (c) Insert>Bar (d) Insert>line

Ans. c

226. In MS Excel, column chart may be inserted using _____ menu.

(a) Insert>Pie (b) Insert>Column (c) Insert>Bar (d) Insert>line

Ans. b

227. In MS Excel, line chart may be inserted using _____ menu.

(a) Insert>Pie (b) Insert>Column (c) Insert>Bar (d) Insert>line

Ans. d

228. In MS Excel, scatter chart may be inserted using _____ menu.

(a) Insert>Pie (b) Insert>Column (c) Insert>Bar (d) Insert>X-Y scatter

Ans. d

229. In MS Excel, charts may be customized by _____ on appropriate element of the graph.

(a) selecting (b) right clicking (c) both a & b (d) none of them

Ans. c

230. Results for several input values can be calculated based on one sample result using _____ menu in MS Excel.

(a) Data>Filter
(b) Data>Sort
(c) Data>What if analysis>Pivot table
(d) Data>What if analysis>Data table

Ans. d

231. In MS Excel, for a row wise data table, fill input values in top row, calculate result for first column _____ in the second row and choose in the Data table dialog.

(a) Row Input and Result
(b) Column Input and Result
(c) both row input and column input along with result
(d) none of them

Ans. a

232. In MS Excel, for a column wise data table, fill input values in left column, calculate result for first row in the right side column and choose _____ in the Data table dialog.

(a) Row Input and Result
(b) Column Input and Result
(c) both row input and column input along with result
(d) none of them

Ans. b

233. In MS Excel, to calculate results based on two input values (like a matrix), choose _____ from the Data table dialog.

- (a) Row Input and Result
- (b) Column Input and Result
- (c) both row input and column input along with result
- (d) none of them

Ans. c

234. In MS Excel, summary of data in a table may be created using _____.

- (a) data table
- (b) pivot table
- (c) chart
- (d) validation

Ans. c

235. In MS Excel, data meant for pivot table may be converted to a table using first.

- (a) Insert>Table
- (b) Insert>Pie
- (c) Insert>Column
- (d) Insert>Scatter

Ans. a

236. In MS Excel, pivot table may be inserted using _____ first.

- (a) Insert>Table
- (b) Insert>Pivot>Pivot table
- (c) Insert>Pivot>Pivot chart
- (d) Insert>Scatter

Ans. b

237. In MS Excel, pivot chart may be inserted using first.

- (a) Insert>Table
- (b) Insert>Pivot>Pivot table
- (c) Insert>Pivot>Pivot chart
- (d) Insert>Scatter

Ans. c

238. After selecting the cells to be subjected to data validation, choose _____ from the menu to apply goal seek in MS Excel.

- (a) Data>Filter
- (b) Data>What if analysis>Data table
- (c) Data>What if analysis>Goal seek
- (d) Data>What if analysis>Pivot table

Ans. c

239. In MS Excel, adjusting an input value to get specific result is called _____.

- (a) goal seek
- (b) charting
- (c) sorting
- (d) validation

Ans. a

240. In MS Excel, after choosing Data>What if analysis>Goal seek from the menu, a dialog appears to take _____ values.

- (a) desired result
- (b) input cell in which values are to be changed
- (c) both a & b
- (d) none of them

Ans. c

241. After selecting the cells to be subjected to data validation, choose from the menu to apply scenario in MS Excel.

- (a) Data>Filter
- (b) Data>What if analysis>Data table
- (c) Data>What if analysis>Goal seek
- (d) Data>What if analysis>Scenario

Ans. d

242. In MS Excel, creating resulting conditions based on several uncertain future conditions is called _____.

- (a) validation
- (b) scenario
- (c) goal seek
- (d) charting

Ans. b

243. Each scenario created using MS Excel may contain_____.

- (a) a title
- (b) a selection of cells which are affected by that scenario
- (c) both a & b
- (d) none of them

Ans. c

244. After creating several scenario representing future conditions, resulting conditions may be displayed by choosing _____.

- (a) appropriate scenario from the scenarios box
- (b) charting
- (c) validation
- (d) sorting

Ans. a

245. Except for the function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result

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

Ans: a

246. Macros are "run" or executed from themenu.

- a. Insert
- b. Format
- c. Tools
- d. Data

Correct Answer: c

247. You can open the consolidate dialog box by choosing Consolidate from themenu.

- a. Insert
- b. Format
- c. Tools
- d. Data

Correct Answer: d

248. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

Correct Answer: c

249. Which types of charts can excel produce?

- a. Line graphs and pie charts only
- b. Only line graphs
- c. Bar charts, line graphs and pie charts
- d. Bar charts and line graphs only

Correct Answer: c

250. What does the VLOOKUP function do?

- a. Looks up text that contain 'v'
- b. Checks whether text is the same in one cell as in the next
- c. Finds related records
- d. All of above

Correct Answer: c

251. Gridlines

- a. May be turned off for display but turned on for printing
- b. May be turned on or off for printing
- c. The be turned off for display and printing
- d. a, b and c

Correct Answer: d

252. You can print only an embedded chart by

- a. Moving the chart to a chart sheet before you print.
- b. Formatting the chart before you print
- c. Selecting the chart before you print
- d. a and c

Correct Answer: d

253. Which of the following is a correct order of precedence in a formula calculation?

- a. Multiplication and division, exponential positive and negative value
- b. Multiplication and division, positive and negative values, addition and subtraction
- c. Addition and subtraction, positive and negative values, exponentiation
- d. None of above

Correct Answer: d

254. How should you print a selected area of a worksheet, if you'll want to print a different area next time?

- a. On the file menu, point to print area, and then click set print area.
- b. On the file menu, click print, and then click selection under print what
- c. On the view menu, click custom views, then click add
- d. All of above

Correct Answer: b

255. Which function calculates your monthly mortgage payment?

- a. PMT (payments)
- b. NPER (number of periods)
- c. PV (present value)
- d. All of above

Correct Answer: a

256. If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?

- a. Point to speech on the tools menu, and then click show text to speech toolbar.
- b. Click validation on the data menu
- c. Point to speech on the tools menu, and then click speech recognition
- d. All of above

Correct Answer: a

257. Which of the following methods can not be used to enter data in a cell?

- a. Pressing an arrow key
- b. Pressing the tab key
- c. Pressing the Esc key
- d. Clicking the enter button to the formula bar

Correct Answer: c.

258. Which of the following will not set text in selected cells to italics?

- a. Pressing Ctrl + I on the keyboard
- b. Using the Tools > Wizard > Web Form menu item
- c. Using the Format > Cells > Font menu item
- d. None of the above

Correct Answer: b

259. Which of the following methods cannot be used to edit the content of cell?

- a. Pressing the Alt key
- b. Clicking the formula bar
- c. Pressing F2
- d. Double clicking the cell

Correct Answer: a

260. What type of charts is useful for comparing values over categories?

- a) Pie chart
- b) Column chart
- c) Line chart
- d) Dot chart

Ans. b

261. A Feature that displays only the data in column according to specified criteria

- a) Formula
- b) Sorting
- c) Filtering
- d) Pivot

Ans. c

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

- a) Adobe Photoshop
- b) Excel
- c) Notepad
- d) Wordpad

Ans. b

263. Which of the following format you can decide to apply or not in Auto Format dialog Box?

- a) Number format
- b) Border Format
- c) Font Format
- d) All of these

Ans. d

264. How can you remove borders applied in cells?

- a) Choose None on Border tab of Format cells
- b) Open the list on Border tool in Formatting toolbar then choose first tool (no border)
- c) Both A and B
- d) None of these

Ans. c

265. Where can you set the shading color for a range of cells in Excel?

- a) Choose required color from Patterns tab of Format Cells dialog box
- b) Choose required color on Fill Color tool in Formatting toolbar
- c) Choose required color on Fill color tool in Drawing toolbar
- d) All of these

Ans. d

266. You can set Page Border in Excel from

- a) From Border tab in Format Cells dialog box
- b) From Border tool in Formatting toolbar
- c) From Line style tool in Drawing toolbar
- d) You can not set page boarder in Excel

Ans. d

267. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- a) Use =if() function to format the required numbers red
- b) Apply conditional Formatting command on Format menu
- c) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- d) All of these

Ans. b

268. Which of the following is invalid statement?

- a) Sheet tabs can be colored
- b) Some picture can be applied as a background of a sheet
- c) You can set the column width automatically fit the amount of text
- d) The width of a row and be specified manually or fit automatically

Ans. d

269. When a rang is selected, how can you activated the previous cell?

- a) Press the Alt key
- b) Press Tab
- c) Press Enter
- d) None of these

Ans. d

270. Which tool you will use to join some cells and place the content at the middle of joined cell?

- a) From Format Cells dialog box click on Merge Cells check box
- b) From Format Cells dialog box select the Centered alignment
- c) From Format Cells dialog box choose Merge and Centre check box
- d) Click on Merge and center tool on formatting toolbar

Ans. d

271. Tab scroll buttons are place on Excel screen

- a) towards the bottom right corner
- b) towards the bottom left corner
- c) towards the top right corner
- d) towards the top left corner

Ans. b

272. The name box on to the left of formula bar

- a) shows the name of workbook currently working on
- b) shows the name of worksheet currently working on
- c) shows the name of cell or range currently working on
- d) None of these

Ans. c

273. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

- a) worksheet
- b) chart sheet
- c) module sheet
- d) data sheet

Ans. d

274. You can merge the main document with data source in Excel. In main merge operation, word is usually

- a) server
- b) source
- c) client
- d) none

Ans. c

275. How can you update the value of formula cells if Auto Calculate mode of Excel is disabled?

- a) F8 b) F9 c) F10 d) F11

Ans. b

276. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce jestha, Aashadh and soon. What will you set to effect that?

- a) custom list b) Auto fill Options c) Fill Across Worksheet d) Fill series

Ans. a

277. Where can you change automatic or manual calculation mode in Excel?

- a) Double CAL indicator on status bar
- b) Go to Tools >> Options >> Calculation and mark the corresponding radio button
- c) Both of above
- d) None of these

Ans. b

278. How can you show or hide the gridlines in Excel Worksheet?

- a) Go to tools>>Options>> View tab and mark or remove the check box named Gridline
- b) Click Gridline tool on Forms toolbar
- c) Both of Above
- d) None of these

Ans. c

279. Which of the following Excel screen components can NOT be turned of or off?

- a) Formula Bar b) Status Bar c) Tool Bar d) None of these

Ans. d

280. What happens when you press Ctrl + X after selecting some cells in Excel?

- a) The cell content of selected cells disappear from cell and stored in clipboard
- b) 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

Ans. b

281. Which of the following option is not available in Paste Special dialog box?

- a) Add b) Subtract
- c) Divide d) SQRT

Ans. d

282. Which command will you choose to convert a column of data into row?

- a) Cut and Paste
- b) Edit >> Paste Special>> Transpose
- c) Both A and B
- d) None of these

Ans. b

283. It is acceptable to let long text flow into adjacent cells on a worksheet when

- a) data will be entered in the adjacent cells
- b) no data will be entered in the adjacent cells
- c) there is no suitable abbreviation for the text
- d) there is not time to format the text

Ans. b

284. Which of the cell pointer indicate you that you can make selection?

- a) Doctor's symbol (Big Plus)
- b) small thin plus icon
- c) Mouse Pointer with anchor at the tip
- d) None of these

Ans. a

285. Which of the cell pointer indicates that you can fill series?

- a) Doctor's symbol (Big Plus)
- b) small thin plus icon
- c) Mouse Pointer with anchor at the tip
- d) None of these

Ans. b

286. Which of the cell pointer indicate that you can move the content to other cell?

- a) Doctor's symbol (Big Plus)
- b) small thin plus icon
- c) Mouse Pointer with anchor at the tip
- d) None of these

Ans. c

287. You can auto fit the width column by

- a) double clicking on the column name on column header
- b) double click on the cell pointer in worksheet
- c) double clicking on column right border on column header
- d) double clicking on the column left boarder of column header

Ans. c

288. Long text can be broken down into many lines within a cell. You can do this through

- a) wrap text in format >> cells
- b) justify in edit >> cells
- c) Text wrapping in format >> cells, layout tab
- d) All of these

Ans. a

289. MS excel provide the default value for step in fill series dialog box

- a) 0
- b) 1
- c) 5
- d) 10

Ans. b

290. Ctrl + D shortcut key in Excel will

- a) Open the font dialog box
- b) Apply double underline for the active cell
- c) Fill down in the selection
- d) None of these

Ans. c

291. The shortcut key ctrl + R is used in Excel to

- a) Right align the content of cell
- b) Remove the cell contents of selected cells
- c) Fill the selections with active cells to the right
- d) None of these

Ans. c

292. The command edit > fill across worksheet is active only when

- a) One sheet is selected
- b) when many sheets are selected
- c) When no sheet is selected
- d) None of these

Ans. b

293. Which of the following series type is not valid for fill series dialog box?

- a) Linear
- b) Growth
- c) Autofill
- d) Time

Ans. d

294. Which of the following you can paste selectively using paste special command?

- a) validation
- b) Formats
- c) Formulas
- d) All of these

Ans. d

295. Paste special allows some operation while you paste to new cell. Which of the following operation is valid?

- a) Square
- b) Percentage
- c) Goal seek
- d) Divide

Ans. d

296. Edit > Delete command

- a) Delete the content of a cell
- b) Delete formats of cell
- c) Delete the comment of cell
- d) Deletes selected cells

Ans. d

297. To remove the content of selected cells you must issue _____command

- a) Delete
- b) Clear contents
- c) Clear all
- d) Clear Delete

Ans. b

298. By default Excel provide 3 worksheets. You need only two of them, how will you delete the third one?

- a) Right click on sheet tab of third sheet and choose delete from the context menu
- b) click on sheet 3 and from edit menu choose delete
- c) both A and B
- d) None of these

Ans. a

299. which of the following is not a valid data type in excel?

- a) number
- b) character
- c) label
- d) Date/Time

Ans. b

300. Microsoft Excel is a powerful_____

- a) word processing package
- b) spreadsheet package
- c) communication s/w package
- d) DBMS Package

Ans. b

1. Which function key is used to open save as dialogue box in MS Excel?

- A** F2
- B** F5
- C** F7
- D** F12

2. Which one of the following will starts with “=” sign in Excel 2010?

- A** Data
- B** Text
- C** Numbers
- D** Formulas

3. Each file in MS Excel is called a _____.
(a) workbook (b) worksheet (c) notesheet (d) notebook
4. What function displays row data in a column or column data in a row?
a. Hyperlink b. Index c. Transpose d. Rows
5. How are data organized in a spreadsheet?
a. Lines and spaces b. Layers and planes
c. Rows and columns d. Height and width
6. A function inside another function is called afunction.
a. Nested b. Round c. Sum d. Text
7. What is the intersection of a column and a row on a worksheet called?
a) Column b) value c) Address d) Cell
8. What is the extension of MS Excel 2010?
a) .xls b) .xlsx c) .doc d) .pptx
9. What is the shortcut key to replace a data with another in sheet?
a) ctrl + f b) ctrl + g c) Ctrl + h d) ctrl + i
10. Which language is used to create macros in Excel?
a) Visual Basic b) C c) C++ d) Java