Short Question

1. What is sorting?
2. How can you sort a cell range in MS Excel?
3. What is Name Range?
4. Write the benefit of Name range?
5. How can you select a range of cells not next to each other?
6. How can you rename a worksheet?
7. What is Numbers & Date formatting?
8. How can you apply number formatting in your MS Excel Worksheet?
9. How can you apply Date formatting in your MS Excel Worksheet?
10. What is the default text and number alignment in MS Excel?
11. What is Chart in MS Excel? Name three types of charts?
12. What is AutoFill in MS Excel 2010? What is the extension of an excel file.
13. What is a function in MS Excel?
14. How can you display the maximum value within the range C4:C9?
15. How can you move the contents of a cell or a range of cell between worksheets (in different workbooks)?
16. What do you mean by relative cell referencing?
17. How many rows and columns are there in a single worksheet?
18. How can you make Column items into row?
19. How to change time format of an excel sheet?
20. How can you copy a content in excel worksheet?
21. What do you mean by #REF!?
22. What do you mean by ####?
23. What do you mean by #NAME??
24. What do you mean by #DIV/0!?
25. How can you change date format from 9-Jan-12 to 09-01-12 in MS Excel?
26. How can you copy formula in Excel?
27. What are operators in Excel?
28. How can you print titles on every page when printing in MS Excel?
29. How can you print Excel row and column headings?
30. What is spread sheets?
31. What is Formula?
32. What is Function?
33. Write down some commonly used formula.
34. Write down some commonly used function
35. Formulas within Excel start with which symbol?
36. What are the common functions used in Excel?
37. Which symbol is used in absolute cell referencing?
38. Which keyword shortcut is used for searching in Excel?
39. What is auto fill?
40. How can we insert the row in a worksheet in excel?
41. How can we insert the column in a worksheet?
42. How can we delete the rows in a worksheet in excel?
43. How can we delete the columns in a worksheet?
44. How can we modify column width in a worksheet in Excel?
45. How can we modify column width by using drag and drop in a worksheet in excel?
46. How to automatically resizing the column width to fit content?

47. How can we open workbook?
48. How can we close work book?
49. How to create workbook?
50. How to save a file in excel?
51. How to switch between workbooks.
52. How can we modify row heights in Excel?
53. How can we Freeze row and column titles in Excel?
54. How can we select a range of connecting cell in excel?
55. How can we select a range of non-connecting cells in excel?
56. How can we select a row cell in excel?
57. How can we select a range of connecting rows in excel?
58. How can we select a range of non-connecting rows in excel?
59. How can we select a column in excel?
60. How can we select a range of connecting columns in excel?
61. How can we select a range of non-connecting columns in excel?
62. What is Formula?
63. What is function?
64. What is AVERAGE?
65. What is COUNT?
66. What is COUNTA?
67. What is COUNTBLANK?
68. What is MAX?
69. What is MIN?
70. What is ROUND?
71. What is SUM?
72. What is Operator?
73. What is absolute cell referencing?
74. What are 'IF functions'?
75. What is spread sheets?
76. How to move a worksheet to another workbook?
77. Why we use Chart (Graphs)?
78. Write some name of Chart.
79. What is active cell in Excel?
80. What is Freeze Panes in Excel?
81. What are the error messages in Excel?
82. In if function what operators are used?
83. What is the syntax of If functions?
84. What is worksheet and workbook?