Name: --------------------------------

Emp. ID: -----------------------------

Process: -----------------------------

**Questionnaire for IJP MIS**

**Instructions:**

Time: 1 hr

There is only one answer to each question.

Please tick (√) mark against the right answer.

Q1. A study reported that in a random sampling of 100 women over the age of 35 showed that 8 of the women were married 2 or more times. In a group of 5,000 women based on the study results, how many would likely be married 2 or more times?

a) 55 b) 150 c) 200 d) 400 e) 600

Q2. There are 150 weights .Some are 1 kg weights and some are 2 kg weights. The sum of the weights is 260.What is the number of 1kg weights?

a) 30 b) 50 c) 40 d) 60

Q3. Of 1,000 dogs, 72% are male. Among the males, 3 out of 5 were over the age 5. How many of the dogs were males age 5 or older?

a) 312 b) 432 c) 468 d) 512

Q4. The number of workers in the employment guarantee scheme increased by 15 which resulted into an increase of 20%, what was the initial number of workers?

a) 60 b) 75 c) 80 d) 90

Q5. The next term in the sequence (-1/32), 1/8, (-1/2), 2 ...is

a) 16 b) 8 c) -8 d) -16

Q6. Identify the wrong number which does not fit into the series:

121, 143, 165, 186, 209

a) 143 b) 121 c) 209 d) 186

Q7. Choose the image that completes the pattern:



Which of the shapes below replaces the missing box above?



1. (b) (c) (d) (e)

Q8. Choose the image that completes the pattern:



Which of the shapes below replaces the missing box above?



1. (b) (c) (d) (e)

Q9

Number of Students passed in a subject.

Class strength is 260 students.

The examination results of a class of 260 students are represented by the Venn diagram. From this diagram answer the following questions:

(i). Number of students who have passed in all subjects.

a) 9 b) 28 c) 15 d) None of these.

(ii) Number of Students who have passed in Physics and Chemistry both.

a) 28 b) 37 c) 24 d) 9

Q10. The average of three numbers is 330. First is twice the second and it is also thrice the third. What is middle number?

1. 280 b) 825 c) 270 d) 90

**Excel Based Questions:**

Q11. Which of the following is not an option of the spelling dialog box:

1. Ignore
2. Ignore all
3. Edit
4. Change

Q12. You can move a sheet from one workbook into new workbook by:

1. From Edit menu choose Move or Copy sheet, mark the Create a copy and Click Ok
2. From Edit menu choose Move of Copy then Choose (Move to end) and click OK
3. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
4. None of the above

Q13. What is the keyboard shortcut for creating a chart from the selected cell range?

1. F2 b) F4 c) F8 d) F11

Q14. What is the correct way to refer the cell A10 on sheet3 from sheet1?

a. sheet3!A10 b. sheet1!A10 c. Sheet3.A10  d. A10

Q15. Formatting a cell in Currency, you can specify:

1. Decimal Places b) Currency Symbol c) Both of above d) None of above

Q16. What does COUNTA () function do??

a) Counts cells having alphabets b) Counts empty cells

c) Counts cells having number d) Counts non-empty cells

Q17. A numeric value can be treated as label value if …… precedes it.  
a) Apostrophe (‘) b) Exclamation (!)  c) Hash (#)  d) Tilde (~)

Q18. What happens when dollar signs ($) are entered in a cell address? (ex. $B$2:$B$10)?

1. An absolute cell address is created.
2. Cell address will change when it is copied to another cell
3. The sheet tab is changed
4. The status bar does not display the cell address.

Q19. Which of the following is correct?

a) '=AVERAGE(4, 5, 6, 7) b) '=AVERAGE(A3, C2, D2)  
c) '=AVERAGE(A3:A11, C2:C10) d) All of the above

Q20. Which of the following function will return a value of 8?

a) ROUNDUP (8.4999, 0) b) ROUNDDOWN(8.4999, 0)  
c) ROUND(8.4999, 0) d) Only B and C

Q21. How to remove the unwanted action from recorded macro without recording the whole macro again?

a) By using the Find and Edit Action Option  
b) By clicking on the Refresh button in the Macro toolbar  
c) By edit the macro in the Visual Basic Editor

d) Macro cannot be edited.

Q22. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell.

a) The Settings tab under the menu Format -> Cells  
b) The Settings tab under the menu Data -> Validation  
c) The Settings tab under the menu Data -> Filter -> Advanced Filter

d) The Settings tab under the menu Format -> Conditional Formatting

Q23. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?

a) Enclose the number is brackets  
b) Place the character TX before the number  
c) Place the character TX before the number

d) Apply the Text format in the cell and type the numbers

Q24. You can auto fit the width of column by:

1. Double clicking on the column name or column header
2. Double click on the cell pointer in worksheet
3. Double clicking on column right border on column header
4. Double clicking on the column left border of column header

Q25. Long text can be broken down into many lines in a cell. You can do this through:

1. Wrap Text in Formats >> Cells
2. Justify in Edit >> Cells
3. Text Wrapping in Format >> Cells, Layout tab
4. All of above