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| QUIZ-1 | |
| Batch: **ID-WDPF/GNSL-01M/R64/01**  Date: 13-01-2025  Total Time : 20 Minutes  Total Marks: 20 | **Module: CF-Excel**  **Instructor: Abu Saleh Abdullah Al- Mamun**  **Mark Obtained:** |
| Trainee Name : | Trainee ID: |

1. **What is the default file extension of an Excel 2016 workbook?**  
   a) .docx b) .xlsx  
   c) .pptx d) .xls
2. **What is the shortcut key to save an Excel workbook?**  
   a) Ctrl + S b) Ctrl + C  
   c) Ctrl + V d) Ctrl + P
3. **Which tab contains the 'Insert' function for charts and graphs?**  
   a) Home b) Data  
   c) Insert d) View
4. **Which of the following is NOT a valid data type in Excel?**  
   a) Text b) Number  
   c) Date d) Boolean
5. **How can you quickly select all the cells in a worksheet?**  
   a) Ctrl + A b) Ctrl + C  
   c) Ctrl + Z d) Shift + A
6. **Which function is used to calculate the sum of a range of cells?**  
   a) =SUM() b) =ADD()  
   c) =COUNT() d) =TOTAL()
7. **What is the purpose of the IF function?**  
   a) To repeat a value  
   b) To perform a conditional test  
   c) To sort data  
   d) To find duplicates
8. **Which function is used to find the highest value in a range?**  
   a) =HIGH() b) =MAX()  
   c) =LARGEST() d) =TOP()
9. **What does the VLOOKUP function do?**  
   a) Searches for a value in rows  
   b) Searches for a value in a column  
   c) Calculates averages  
   d) Creates graphs
10. **Which function counts only numeric values in a range?**  
    a) =COUNT() b) =COUNTA()  
    c) =COUNTIF() d) =SUM()
11. **What is the maximum number of rows in an Excel 2016 worksheet?**  
    a) 1,048,576 b) 65,536  
    c) 100,000 d) 2,048
12. **What is the intersection of a row and a column called?**  
    a) Range b) Table  
    c) Cell d) Worksheet
13. **How do you rename a worksheet in Excel?**  
    a) Double-click the sheet tab  
    b) Right-click the sheet tab and select 'Rename'  
    c) Both a and b  
    d) None of the above
14. **What is the default number of sheets in a new Excel workbook?**  
    a) 1 b) 3  
    c) 5 d) 10
15. **Which tab in Excel contains options to protect a workbook?**  
    a) Home b) Review  
    c) Insert d) View
16. **What symbol is used to make a cell reference absolute?**  
    a) # b) $ c) % d) &
17. **If a cell reference is written as A1, it is considered:**  
    a) Absolute b) Mixed  
    c) Relative d) Circular
18. **How would you write a mixed cell reference where the column is fixed?**  
    a) A$1 b) $A1  
    c) A1$ d) $A$1
19. **What happens if you drag a relative reference (e.g., A1) across cells?**  
    a) The reference stays the same  
    b) The reference changes based on the direction  
    c) An error occurs  
    d) The reference is converted to absolute
20. **Which of the following formulas correctly locks the row when copying?**  
    a) A1 b) A$1  
    c) $A1 d) $A$1