**# Microsoft Excel 2016 Basics Multiple Choice Questions**

1. To open a blank worksheet in Excel 2016, you can:

   a) Press Ctrl + N

   b) Click File > New > Blank workbook

   c) Click the Quick Access Toolbar New button

   d) All of the above

2. Which of these is NOT a valid date format in Excel?

   a) 1/1/2024

   b) 01-Jan-2024

   c) January 1, 2024

   d) 2024/1/1/24

3. Numbers in Excel are by default:

   a) Left-aligned

   b) Right-aligned

   c) Center-aligned

   d) Justified

4. The default file extension for Excel 2016 workbooks is:

   a) .xls

   b) .xlsx

   c) .csv

   d) .xlsm

5. Which keyboard shortcut selects an entire column?

   a) Ctrl + Space

   b) Shift + Space

   c) Alt + Space

   d) Ctrl + Shift + Space

6. To insert multiple rows at once, you should:

   a) Select the same number of rows you want to insert

   b) Select one row and press Insert multiple times

   c) Right-click and choose Insert Multiple

   d) Use the Insert dialog box

7. The minimum column width in Excel is:

   a) 0 characters

   b) 1 character

   c) 2 characters

   d) 3 characters

8. To copy cell contents and formatting, you can use:

   a) Ctrl + C

   b) Format Painter

   c) Both A and B

   d) Neither A nor B

9. Which key deletes cell contents without deleting formatting?

   a) Delete

   b) Backspace

   c) Ctrl + Delete

   d) Shift + Delete

10. The maximum number of undo operations in Excel 2016 is:

    a) 16

    b) 32

    c) 64

    d) 100

11. To copy data between worksheets, you can:

    a) Use Ctrl + C and Ctrl + V

    b) Drag and drop with Alt key

    c) Use the Move or Copy Sheet dialog

    d) All of the above

12. The AutoFill handle appears as:

    a) A plus sign

    b) A small black cross

    c) A small black square

    d) An arrow

13. When sorting data, Excel:

    a) Only sorts visible cells

    b) Always sorts entire columns

    c) Sorts selected range by default

    d) Cannot sort filtered data

14. The maximum number of worksheets in a new workbook by default is:

    a) 1

    b) 3

    c) 16

    d) Unlimited

15. Which is NOT a valid worksheet name?

    a) Sheet1

    b) Sales 2024

    c) January/Sales

    d) My\_Sheet

16. To move a worksheet, you can:

    a) Drag the sheet tab

    b) Use the Move or Copy command

    c) Both A and B

    d) Neither A nor B

17. Which font formatting option is NOT available in Excel?

    a) Strikethrough

    b) Subscript

    c) Small caps

    d) Justify

18. Text wrapping in Excel:

    a) Only works with text

    b) Works with all cell contents

    c) Only works with numbers

    d) Only works with dates

19. The Format Painter can be used:

    a) Once only

    b) Twice only

    c) Multiple times if double-clicked

    d) Unlimited times

20. To select non-adjacent cells, hold which key while clicking?

    a) Shift

    b) Ctrl

    c) Alt

    d) Tab

21. When entering dates, the default century for two-digit years is:

    a) 1900s

    b) 2000s

    c) Based on current date

    d) Must always enter four digits

22. To quickly access Save As with a new name, press:

    a) F12

    b) Ctrl + S

    c) Shift + S

    d) Alt + F, A

23. Double-clicking a column boundary will:

    a) Select the column

    b) Hide the column

    c) AutoFit the column width

    d) Clear the column contents

24. Which method can't be used to move data between worksheets?

    a) Cut and paste

    b) Drag and drop

    c) AutoFill

    d) Copy and paste

25. AutoFill can automatically create series of:

    a) Numbers

    b) Dates

    c) Custom lists

    d) All of the above

26. The default text alignment in Excel is:

    a) Left

    b) Right

    c) Center

    d) General

27. When copying worksheets, formulas will:

    a) Always update references

    b) Never update references

    c) Update based on settings

    d) Become values only

28. The maximum length of a worksheet name is:

    a) 31 characters

    b) 32 characters

    c) 64 characters

    d) 255 characters

29. Which alignment option is NOT available in Excel?

    a) Top

    b) Middle

    c) Justified

    d) Bottom

30. When using Format Painter between worksheets:

    a) Only formatting is copied

    b) Only content is copied

    c) Both formatting and content are copied

    d) Neither formatting nor content is copied

31. To select an entire worksheet, click:

    a) Ctrl + A

    b) The sheet tab

    c) The Select All button

    d) Both A and C

32. Which file type preserves all Excel features?

    a) .xlsx

    b) .csv

    c) .txt

    d) .prn

33. Row height is measured in:

    a) Pixels

    b) Points

    c) Inches

    d) Characters

34. When moving cells, adjacent cells will:

    a) Always shift right

    b) Always shift down

    c) Shift based on selection

    d) Never shift

35. The Redo shortcut is:

    a) Ctrl + Y

    b) Ctrl + R

    c) F4

    d) Both A and C

36. Worksheets can be renamed by:

    a) Double-clicking the sheet tab

    b) Right-clicking and selecting Rename

    c) Using the Format menu

    d) Both A and B

37. Which format painter option is NOT available?

    a) Single click for one use

    b) Double click for multiple uses

    c) Triple click for permanent use

    d) Right-click for options

38. Cell contents can be aligned:

    a) Horizontally only

    b) Vertically only

    c) Both horizontally and vertically

    d) Neither horizontally nor vertically

39. When text wrapping is enabled:

    a) Row height adjusts automatically

    b) Column width adjusts automatically

    c) Both width and height adjust

    d) Neither width nor height adjust

40. To quickly move between worksheets, use:

    a) Ctrl + Page Up/Down

    b) Alt + Arrow keys

    c) Ctrl + Tab

    d) Shift + Tab

Answer Key:

1. d) 2. d) 3. b) 4. b) 5. a) 6. a) 7. a) 8. c) 9. a) 10. d)

11. d) 12. c) 13. c) 14. d) 15. c) 16. c) 17. d) 18. b) 19. c) 20. b)

21. c) 22. a) 23. c) 24. c) 25. d) 26. a) 27. c) 28. a) 29. c) 30. a)

31. d) 32. a) 33. b) 34. c) 35. d) 36. d) 37. c) 38. c) 39. a) 40. a)