**# Microsoft Excel 2016 Formatting and Formulas Multiple Choice Questions**

1. To center a title across multiple columns, you should use:

   a) Center alignment

   b) Merge & Center

   c) Distribute

   d) Justify

2. Cell orientation can be set to:

   a) Up to 45 degrees only

   b) Up to 90 degrees only

   c) Up to 180 degrees

   d) Any angle between -90 and 90 degrees

3. When text wrapping is enabled:

   a) Text flows to the next cell

   b) Text appears in multiple lines within the cell

   c) Text is truncated

   d) Text overlaps the next cell

4. The Format Painter can be activated to format multiple selections by:

   a) Single-clicking it

   b) Double-clicking it

   c) Right-clicking it

   d) Triple-clicking it

5. To display numbers with a thousands separator (comma), use:

   a) Number format

   b) Currency format

   c) Accounting format

   d) Any of the above

6. Which symbol indicates an absolute cell reference?

   a) #

   b) $

   c) @

   d) &

7. The default date format in Excel 2016 is:

   a) MM/DD/YYYY

   b) DD/MM/YYYY

   c) Based on system settings

   d) YYYY/MM/DD

8. To convert a decimal to percentage, you can:

   a) Multiply by 100

   b) Click the percentage button

   c) Type % after the number

   d) All of the above

9. When freezing panes, you can freeze:

   a) Rows only

   b) Columns only

   c) Both rows and columns

   d) Neither rows nor columns

10. Which operator has the highest precedence in Excel formulas?

    a) \* (multiplication)

    b) ^ (exponentiation)

    c) + (addition)

    d) / (division)

11. In the formula =A1+B$2, which reference is absolute?

    a) A1

    b) B2's row

    c) B2's column

    d) Both row and column of B2

12. A function in Excel:

    a) Must have arguments

    b) Must have parentheses

    c) Must return a value

    d) Must have a range reference

13. The IF function requires:

    a) One argument

    b) Two arguments

    c) Three arguments

    d) Four arguments

14. When copying a formula with relative references:

    a) References adjust automatically

    b) References remain unchanged

    c) Only column references adjust

    d) Only row references adjust

15. The Format Painter can copy:

    a) Formatting only

    b) Content only

    c) Both formatting and content

    d) Neither formatting nor content

16. Which number format displays negative numbers in red?

    a) Number

    b) Currency

    c) Accounting

    d) Both B and C

17. The function =IF(A1>10,"High","Low") will return:

    a) High if A1 is greater than 10

    b) Low if A1 is less than 10

    c) Both A and B

    d) An error message

18. Freeze Panes is located in:

    a) Home tab

    b) View tab

    c) Page Layout tab

    d) Data tab

19. To reference a cell in another worksheet, use:

    a) Sheet1!A1

    b) Sheet1:A1

    c) Sheet1.A1

    d) Sheet1@A1

20. Which is NOT a valid operator in Excel?

    a) %

    b) ^

    c) #

    d) &

21. The formula =SUM(A1:A$5) uses:

    a) Mixed reference for A5

    b) Absolute reference for A5

    c) Relative reference for A5

    d) No special reference

22. Text rotation can be set to:

    a) Clockwise only

    b) Counterclockwise only

    c) Both directions

    d) Neither direction

23. Custom number formats use:

    a) Hash (#) symbols

    b) Zero (0) symbols

    c) Both A and B

    d) Neither A nor B

24. The nested IF function can have:

    a) Up to 7 levels

    b) Up to 8 levels

    c) Up to 9 levels

    d) Unlimited levels

25. Freezing panes affects:

    a) Screen display only

    b) Printing only

    c) Both screen and printing

    d) Neither screen nor printing

26. The formula =A$1 has:

    a) Absolute row reference

    b) Absolute column reference

    c) Both absolute references

    d) No absolute references

27. Which function category includes IF?

    a) Math & Trig

    b) Logical

    c) Statistical

    d) Text

28. Cell alignment options include:

    a) Horizontal alignment

    b) Vertical alignment

    c) Text rotation

    d) All of the above

29. The Format Painter button is located in:

    a) Home tab

    b) Insert tab

    c) Page Layout tab

    d) Formulas tab

30. To display numbers as currency:

    a) Type the currency symbol first

    b) Apply currency formatting

    c) Both A and B work

    d) Neither A nor B work

31. Absolute cell references are useful when:

    a) Copying formulas

    b) Moving formulas

    c) Deleting formulas

    d) Creating new formulas

32. The IF function can:

    a) Test one condition

    b) Test multiple conditions

    c) Return multiple values

    d) All of the above

33. When merging cells:

    a) All data is retained

    b) Only first cell data is retained

    c) All data is deleted

    d) You must choose what to keep

34. The default number format in Excel is:

    a) General

    b) Number

    c) Text

    d) Currency

35. Functions can be nested:

    a) Up to 8 levels deep

    b) Up to 32 levels deep

    c) Up to 64 levels deep

    d) Without limitation

36. The formula =A1+$B$1 uses:

    a) One relative reference

    b) One absolute reference

    c) Two relative references

    d) Two absolute references

37. Text wrapping can be applied to:

    a) Single cells only

    b) Entire columns only

    c) Entire rows only

    d) Any selection

38. Which date format is NOT available in Excel?

    a) Short Date

    b) Long Date

    c) Custom Date

    d) Universal Date

39. The IF function returns:

    a) Always TRUE or FALSE

    b) Any value specified

    c) Only numbers

    d) Only text

40. When using Format Painter:

    a) Source formatting remains

    b) Source formatting is removed

    c) Source cell is cleared

    d) Source cell is locked

Answer Key:

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

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

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

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