

EXCEL CLASS TEST
30 mins
Date: 10-Sept-2023

1. What is the keyboard shortcut to create a new PivotTable in Excel?
 - a) Ctrl+P
 - b) Alt+P
 - c) Ctrl+T
 - d) Alt+T
2. Which Excel function is used to count the number of cells within a range that meet multiple criteria?
 - a) COUNTIF
 - b) SUMIF
 - c) COUNTIFS
 - d) SUMIFS
3. In Excel, what function can be used to find the highest value in a range?
 - a) MAX
 - b) HIGH
 - c) TOP
 - d) HIGHEST
4. Which Excel feature is used to combine data from multiple cells into one cell with specified delimiters?
 - a) Concatenate
 - b) Merge Cells
 - c) Combine
 - d) Join
5. What is the default file extension for an Excel workbook in Excel 2016 and later?
 - a) .xls
 - b) .xlsx
 - c) .xl
 - d) .xlw
6. In Excel, what is the keyboard shortcut to open the Format Cells dialog box?
 - a) Ctrl+F
 - b) Alt+F
 - c) Ctrl+1
 - d) Alt+1
7. Which Excel function returns the current date and time?
 - a) NOW()
 - b) DATE()
 - c) TIME()
 - d) CURRENT()
8. What does the VLOOKUP function do in Excel?
 - a) Finds the highest value in a range

b) Searches for a value in a vertical column and returns a corresponding value from another column

- c) Calculates the variance between two sets of data
- d) Converts text to lowercase

9. Which Excel feature allows you to create interactive visualizations like charts and graphs?

- a) Data Validation
- b) PivotTables
- c) Sparklines
- d) Scenario Manager

10. Which Excel function is used to find the position of a specific character within a text string?

- a) CHARPOS()
- b) FIND()
- c) LOCATE()
- d) SEARCH()

11. In Excel, which chart type is best suited for comparing values across different categories over a period of time?

- a) Pie Chart
- b) Scatter Plot
- c) Bar Chart
- d) Radar Chart

12. What does the Excel function SUBTOTAL do?

- a) Returns the sum of a range of values
- b) Calculates the standard deviation of a range of values
- c) Returns the average of a range of values
- d) Performs a specified function on a range of values while ignoring other SUBTOTAL functions within the range

13. Which Excel feature allows you to automate repetitive tasks by recording and running macros?

- a) AutoSum
- b) Goal Seek
- c) Macro Recorder
- d) Data Analysis ToolPak

14. What is the purpose of the Excel function IFERROR?

- a) It returns TRUE if an error is found in a cell, otherwise FALSE.
- b) It replaces error values with a specified value or message.
- c) It counts the number of errors in a range of cells.
- d) It displays an error message in a pop-up dialog box.

15. Which Excel feature allows you to create a drop-down list in a cell?

- a) Data Validation
- b) Conditional Formatting
- c) Data Sorting
- d) Filter

Ans: Data Validation

16. Which Excel function is used to determine the largest value that is less than or equal to a specified value in a sorted array?

- a) LOOKUP()
- b) HLOOKUP()
- c) VLOOKUP()
- d) MATCH()

17. What is the purpose of the Excel function TRANSPOSE?

- a) It swaps the values of two cells.
- b) It changes the font size of selected cells.
- c) It flips the orientation of a range, turning rows into columns and vice versa.
- d) It calculates the sum of transposed values.

18. In Excel, which chart type is commonly used to show the relationship between two or more variables on a graph?

- a) Line Chart
- b) Scatter Plot
- c) Pie Chart
- d) Bar Chart

19. What does the Excel function HLOOKUP do?

- a) Searches for a value in a horizontal row and returns a corresponding value from another row.
- b) Searches for a value in a vertical column and returns a corresponding value from another column.
- c) Calculates the sum of values in a horizontal row.
- d) Counts the number of unique values in a range.

20. What does the "What-If Analysis" feature in Excel allow you to do?

- a) Calculate the average of a range of values.
- b) Analyze hypothetical scenarios by changing input values and observing the results.
- c) Sort data based on specific criteria.
- d) Create pivot tables from large datasets.