**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.