30 MULTIPLE CHOICE QUESTIONS

Part 2

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9. The _____ feature of MS Excel quickly completes a series of data

(A) Auto Complete

(B) Auto Fill

(C) Fill Handle

(D) Sorting

10.What type of chart will you use to compare performance of two employees in the year 2016 ?

(A) Column Chart

(B) Line Chart

(C) Pie Chart

(D) Dot Chart

11. Which function in Excel checks whether a condition is true or not ?

(A) SUM

(B) COUNT

(C) IF

(D) AVERAGE

12. What is the intersection of a column and a row on a worksheet called ?

(A) Column

(B) Value

(C) Address

(D) Cell

13. Which feature displays only the data in column (s) according to specified criteria?
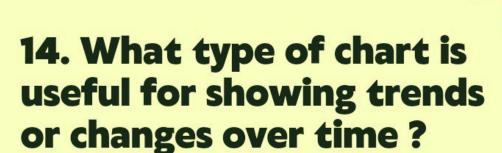
(A) Formula

(B) Sorting

(C) Filtering

(D)Pivot

14. What type of chart is useful for showing trends or changes over time ?

(A) Pie Chart

(B) Column Chart

(C) Line Chart

(D) Dot Graph

15. Pre-defined and built in formulas in Excel are known as

(A) Autosheets

(B) Charts

(C) Functions

(D) Tables

16. To display the Find and Replace dialog box, with the Find tab selected press

(A) Alt + F

(B) Tab + F

(C) Esc + F

(D) Ctrl + F

ANSWERS

9.B   10.B
11.C   12.D
13.C   14.C
15.C   16.D