100 Excel MCQ questions with answers

Introduction to Excel Interface & Basics

1. **What is the maximum number of rows in an Excel worksheet?**

   o   a) 65,536

   o   b) 1,048,576

   o   c) 10,000

   o   d) 500,000

   o   **Answer:** b

2. **Which shortcut key is used to save an Excel file?**

   o   a) Ctrl + S

   o   b) Ctrl + O

   o   c) Ctrl + P

   o   d) Ctrl + F

   o   **Answer:** a

3. **What is the default file extension of Excel files in Excel 2019?**

   o   a) .xls

   o   b) .xlsx

   o   c) .csv

   o   d) .docx

   o   **Answer:** b

4. **Which tab in the Excel ribbon allows you to insert charts?**

   o   a) Data

   o   b) Insert

   o   c) Formulas

   o   d) Review

   o   **Answer:** b

5. **What is the shortcut key for opening a new workbook in Excel?**

   o   a) Ctrl + N

- o   b) Ctrl + O
- o   c) Ctrl + W
- o   d) Ctrl + P
- o   **Answer:** a

Fundamentals of Excel: Data Entry, Insertion, Deletion

6. **How can you insert a new worksheet in Excel?**

   - o   a) Right-click on a tab and select "Insert"
   - o   b) Press Shift + Enter
   - o   c) Use Alt + Tab
   - o   d) Click the "+" icon next to worksheet tabs
   - o   **Answer:** d

7. **Which function key is used to edit the active cell?**

   - o   a) F1
   - o   b) F2
   - o   c) F5
   - o   d) F7
   - o   **Answer:** b

8. **Which option is used to remove duplicate data in Excel?**

   - o   a) Data > Remove Duplicates
   - o   b) Insert > Table
   - o   c) File > Remove Duplicates
   - o   d) Review > Check Duplicates
   - o   **Answer:** a

Introduction to Excel Formulas

9. **Which formula returns the smallest value in a range?**

   - o   a) =MAX(A1:A10)
   - o   b) =MIN(A1:A10)

- o c) =AVERAGE(A1:A10)

- o d) =COUNT(A1:A10)

- o **Answer:** b

10. **What is the correct formula to count cells containing numbers in a range?**

  - o a) =SUM()

  - o b) =COUNT()

  - o c) =COUNTA()

  - o d) =COUNTIF()

  - o **Answer:** b

11. **What does the formula =SUMIF(A1:A10, ">50") do?**

  - o a) Adds all numbers in A1:A10 greater than 50

  - o b) Counts all cells with values >50

  - o c) Averages all numbers in A1:A10 >50

  - o d) None of the above

  - o **Answer:** a

12. **What is the result of =LEFT("Excel", 3)?**

  - o a) Exc

  - o b) Exce

  - o c) El

  - o d) cel

  - o **Answer:** a

Data Cleaning & Transformation

13. **Which option is used to remove extra spaces in text?**

  - o a) =TRIM()

  - o b) =CLEAN()

  - o c) =LEFT()

  - o d) =MID()

  - o **Answer:** a

14. **How can you handle missing data in Excel?**

   o   a) Replace with average values

   o   b) Leave as blank

   o   c) Use the Go To Special tool

   o   d) All of the above

   o   **Answer:** d

15. **Which tool is used to split data into multiple columns?**

   o   a) Flash Fill

   o   b) Text to Columns

   o   c) Power Query

   o   d) Transpose

   o   **Answer:** b

Data Exploration, Sorting & Filtering

16. **What is the shortcut for applying a filter to a table?**

   o   a) Ctrl + Shift + L

   o   b) Ctrl + Alt + L

   o   c) Ctrl + L

   o   d) Alt + L

   o   **Answer:** a

17. **Which formula finds and retrieves data based on a condition?**

   o   a) =VLOOKUP()

   o   b) =HLOOKUP()

   o   c) =INDEX()

   o   d) All of the above

   o   **Answer:** d

Pivot Tables & Data Analysis

18. **Which step comes first when creating a Pivot Table?**

- o   a) Select the data range
- o   b) Insert > PivotTable
- o   c) Arrange rows and columns
- o   d) Apply filters
- o   **Answer:** a

19. **What is the purpose of a slicer in Pivot Tables?**

- o   a) To sort data
- o   b) To filter data
- o   c) To remove duplicates
- o   d) To highlight trends
- o   **Answer:** b

20. **Which chart type is best for trend analysis in Excel?**

- o   a) Line chart
- o   b) Pie chart
- o   c) Bar chart
- o   d) Scatter plot
- o   **Answer:** a

Power Query & Forecasting

21. **What is Power Query used for in Excel?**

- o   a) Transforming and cleaning data
- o   b) Analyzing trends
- o   c) Visualizing data
- o   d) Creating formulas
- o   **Answer:** a

22. **Which menu is used to insert a forecast chart in Excel?**

- o   a) Data > Forecast
- o   b) Insert > Line Chart
- o   c) View > Trendline

- o   d) Review > Prediction

- o   **Answer:** a

23. **What does Conditional Formatting do?**

- o   a) Highlights cells based on criteria

- o   b) Sorts data automatically

- o   c) Removes duplicate data

- o   d) Splits data into columns

- o   **Answer:** a

Basics of Data Privacy & Introduction to Data Cleaning

24. **Which of the following is considered personal data?**

- o   a) Phone number

- o   b) Email address

- o   c) National ID number

- o   d) All of the above

- o   **Answer:** d

25. **Which method is used to handle inconsistent data in Excel?**

- o   a) Remove duplicates

- o   b) Use find and replace

- o   c) Format cells

- o   d) Use Power Query

- o   **Answer:** b

26. **What is a common method to clean up inconsistent date formats?**

- o   a) Use the Text to Columns tool

- o   b) Use CONCATENATE function

- o   c) Format as General

- o   d) Use Flash Fill

- o   **Answer:** a

Removing Duplicate Data & Handling Missing Data

27. **How can you identify and remove duplicate entries in Excel?**

    o a) Data > Remove Duplicates

    o b) Data > Sort

    o c) Home > Find & Select

    o d) File > Remove Duplicates

    o **Answer:** a

28. **What action should you take when you encounter missing data in Excel?**

    o a) Ignore it

    o b) Replace it with 0

    o c) Replace with a placeholder like "N/A"

    o d) All of the above

    o **Answer:** d

29. **Which Excel tool helps handle missing data and replaces it with another value?**

    o a) Flash Fill

    o b) Find and Replace

    o c) Conditional Formatting

    o d) Data Validation

    o **Answer:** b

Splitting and Merging Data

30. **How do you split a single column into multiple columns in Excel?**

    o a) Use CONCATENATE

    o b) Use Text to Columns

    o c) Use Flash Fill

    o d) Use Power Query

    o **Answer:** b

31. **What does the CONCATENATE function do?**

    o a) Joins multiple text values into one

- b) Splits a text string into multiple columns

- c) Creates a new table

- d) Filters text based on conditions

- **Answer:** a

32. **Which of these methods can be used to merge data from multiple columns into one?**

    - a) Flash Fill

    - b) Text to Columns

    - c) CONCATENATE function

    - d) All of the above

    - **Answer:** c

Data Transformation & Removing Unnecessary Characters

33. **Which function is used to remove non-printing characters in Excel?**

    - a) =TRIM()

    - b) =CLEAN()

    - c) =SUBSTITUTE()

    - d) =MID()

    - **Answer:** b

34. **How can you remove leading and trailing spaces from text?**

    - a) Use =CLEAN()

    - b) Use =TRIM()

    - c) Use =LEFT()

    - d) Use =RIGHT()

    - **Answer:** b

35. **What does the SUBSTITUTE function do?**

    - a) Replaces all occurrences of a specified text string with another

    - b) Removes extra spaces

    - c) Converts text to uppercase

- o d) Reverses text in a string
- o **Answer:** a

Sorting and Filtering Data

36. **How can you sort data in Excel in ascending order?**

   - o a) Data > Sort A-Z
   - o b) Data > Sort Z-A
   - o c) Home > Sort
   - o d) Insert > Sort
   - o **Answer:** a

37. **Which is the best method to filter rows based on specific conditions in Excel?**

   - o a) Data > Filter
   - o b) Data > Sort
   - o c) Home > Find & Select
   - o d) Review > Check Spelling
   - o **Answer:** a

38. **What does the AutoFilter feature do in Excel?**

   - o a) Automatically formats data
   - o b) Filters data based on predefined criteria
   - o c) Sorts data alphabetically
   - o d) Generates Pivot tables
   - o **Answer:** b

VLOOKUP and HLOOKUP

39. **What is the purpose of the VLOOKUP function in Excel?**

   - o a) Look for a value in a row
   - o b) Look for a value in a column
   - o c) Look for a value in a table and return related data
   - o d) None of the above

- o **Answer:** c

40. **Which argument is required for the VLOOKUP function?**

  - o a) Lookup value

  - o b) Table array

  - o c) Column index number

  - o d) All of the above

  - o **Answer:** d

41. **What is the difference between VLOOKUP and HLOOKUP?**

  - o a) VLOOKUP searches vertically, HLOOKUP searches horizontally

  - o b) VLOOKUP is for text, HLOOKUP is for numbers

  - o c) VLOOKUP returns the first value, HLOOKUP returns the last value

  - o d) No difference

  - o **Answer:** a

Introduction to Pivot Tables & Data Analysis

42. **Which step is NOT needed when creating a Pivot Table in Excel?**

  - o a) Select the data

  - o b) Choose the summary function (SUM, AVERAGE, etc.)

  - o c) Set up a slicer

  - o d) Format the Pivot Table manually

  - o **Answer:** d

43. **What does the Values area in a Pivot Table represent?**

  - o a) Row data

  - o b) Column data

  - o c) Summary data (e.g., sum, count)

  - o d) Filter data

  - o **Answer:** c

44. **How do you change the calculation type in a Pivot Table?**

  - o a) Right-click on the Values field and choose "Summarize Values By"

- o b) Double-click on the Pivot Table

- o c) Change the original data source

- o d) Use the Insert tab

- o **Answer:** a

Creating Dashboards & Data Visualization

45. **Which of the following is best used to display data trends over time in Excel?**

   - o a) Line chart

   - o b) Bar chart

   - o c) Pie chart

   - o d) Area chart

   - o **Answer:** a

46. **What is the benefit of using a Dashboard in Excel?**

   - o a) It helps in visualizing data for better decision-making

   - o b) It displays data in tables only

   - o c) It reduces data entry errors

   - o d) It formats data automatically

   - o **Answer:** a

47. **What chart type would you use to compare categories across different groups?**

   - o a) Bar chart

   - o b) Line chart

   - o c) Pie chart

   - o d) Scatter plot

   - o **Answer:** a

Power Query & Data Transformation

48. **What is Power Query used for in Excel?**

   - o a) Sorting data

   - o b) Data transformation and cleaning

- c) Creating formulas
- d) Visualizing data
- **Answer:** b

49. **Which of the following actions can be done using Power Query?**

  - a) Import data from multiple sources
  - b) Clean data by removing unwanted characters
  - c) Split or merge columns
  - d) All of the above
  - **Answer:** d

50. **What is the first step when using Power Query to import data from an external file?**

  - a) Choose the "From File" option
  - b) Select the "Transform Data" button
  - c) Load the data into an existing table
  - d) Open the file in Excel
  - **Answer:** a

Conditional Formatting

51. **What does conditional formatting do in Excel?**

  - a) Applies formatting based on specific rules or conditions
  - b) Sorts and filters data
  - c) Removes duplicate entries
  - d) Merges and splits cells
  - **Answer:** a

52. **Which tab in the ribbon contains Conditional Formatting?**

  - a) Insert
  - b) Home
  - c) Data
  - d) View

o **Answer:** b

53. **Which of the following is NOT a type of conditional formatting rule?**

   o a) Data bars

   o b) Color scales

   o c) Icon sets

   o d) Pivot formatting

   o **Answer:** d

54. **What happens when a cell meets the condition in conditional formatting?**

   o a) The font changes

   o b) The cell background changes

   o c) Both a and b

   o d) The cell remains unchanged

   o **Answer:** c

55. **How can you highlight cells greater than 100 using conditional formatting?**

   o a) Home > Conditional Formatting > Highlight Cell Rules > Greater Than > 100

   o b) Insert > Data > Highlight Greater Than > 100

   o c) Data > Sort & Filter > Conditional Highlight > 100

   o d) Home > Format > Highlight Greater Than 100

   o **Answer:** a

Data Exploration and Summary Statistics

56. **Which function is used to calculate the total number of entries in a column?**

   o a) =SUM()

   o b) =COUNT()

   o c) =COUNTA()

   o d) =AVERAGE()

   o **Answer:** b

57. **What is the purpose of the AVERAGE function?**

   o a) Finds the middle value of a dataset

- o b) Sums up the data
- o c) Calculates the mean of numbers in a range
- o d) Returns the maximum value
- o **Answer:** c

58. **Which tool is used to get summary statistics like sum, average, and count in Excel?**
- o a) Data Analysis ToolPak
- o b) Pivot Table
- o c) AutoSum
- o d) All of the above
- o **Answer:** d

59. **What does the COUNTIF function do?**
- o a) Counts all values in a range
- o b) Counts values based on a specific condition
- o c) Counts non-empty cells
- o d) None of the above
- o **Answer:** b

60. **How do you calculate the median in Excel?**
- o a) =MEDIAN(range)
- o b) =MEAN(range)
- o c) =AVERAGE(range)
- o d) =MODE(range)
- o **Answer:** a

Forecasting and Trend Analysis

61. **Which type of chart is commonly used for trend analysis?**
- o a) Line Chart
- o b) Bar Chart
- o c) Pie Chart
- o d) Area Chart

- o **Answer:** a

62. **What is the main purpose of trend analysis in Excel?**

   - o a) To forecast future values

   - o b) To clean data

   - o c) To calculate totals

   - o d) To import external data

   - o **Answer:** a

63. **Which feature is used for forecasting future trends in Excel?**

   - o a) Forecast Sheet

   - o b) Conditional Formatting

   - o c) Data Validation

   - o d) Remove Duplicates

   - o **Answer:** a

64. **How do you create a trendline in Excel?**

   - o a) Select chart > Add Chart Element > Trendline

   - o b) Data > Forecast > Add Trendline

   - o c) Insert > Add Trendline

   - o d) View > Trendline

   - o **Answer:** a

65. **What does a positive slope in a trendline indicate?**

   - o a) A decreasing trend

   - o b) An increasing trend

   - o c) No trend

   - o d) Data inconsistency

   - o **Answer:** b

Creating Dashboards

66. **What is the first step in creating a dashboard in Excel?**

   - o a) Collect and organize raw data

o   b) Insert charts

o   c) Use slicers

o   d) Add conditional formatting

o   **Answer:** a

67. **What tool is often used in dashboards to filter data dynamically?**

o   a) Slicers

o   b) Data Validation

o   c) Forecast Sheets

o   d) Remove Duplicates

o   **Answer:** a

68. **Which chart type is NOT suitable for dashboards?**

o   a) Pie Chart

o   b) Line Chart

o   c) Stacked Bar Chart

o   d) 3D Surface Chart

o   **Answer:** d

69. **What is the best practice for designing dashboards?**

o   a) Use minimal colors and avoid clutter

o   b) Add as many charts as possible

o   c) Use only Pivot Tables

o   d) Avoid using slicers

o   **Answer:** a

70. **Which Excel tool is ideal for summarizing and visualizing data in a dashboard?**

o   a) Pivot Table

o   b) Conditional Formatting

o   c) Flash Fill

o   d) Remove Duplicates

o   **Answer:** a

Advanced Topics: Power Query & Data Transformation

71. **Which of these can Power Query NOT do?**

   o a) Transform and clean data

   o b) Write VBA macros

   o c) Import data from web pages

   o d) Append multiple data sources

   o **Answer:** b

72. **What is the purpose of the "Append Queries" option in Power Query?**

   o a) To combine data from multiple tables into one

   o b) To split a table into smaller tables

   o c) To sort data in ascending order

   o d) To calculate summary statistics

   o **Answer:** a

73. **Which of the following actions is NOT part of data transformation?**

   o a) Removing duplicates

   o b) Changing column data types

   o c) Merging queries

   o d) Printing the data

   o **Answer:** d

74. **What is the output of Power Query loaded to Excel?**

   o a) A transformed table in a worksheet

   o b) A chart

   o c) A Pivot Table

   o d) A blank workbook

   o **Answer:** a

75. **How can you access Power Query in Excel?**

   o a) Data > Get & Transform

   o b) Insert > Power Query

   o c) View > Transform Data

- o   d) Home > Query Editor
- o   **Answer:** a

Introduction to Excel Interface and Basics

76. **Which keyboard shortcut is used to open a new workbook in Excel?**

- o   a) Ctrl + N
- o   b) Ctrl + O
- o   c) Ctrl + W
- o   d) Ctrl + Shift + N
- o   **Answer:** a

77. **Which of the following options is used to save a workbook with a new name?**

- o   a) Save
- o   b) Save As
- o   c) Export
- o   d) Share
- o   **Answer:** b

78. **What is the maximum number of rows in an Excel worksheet?**

- o   a) 1,048,576
- o   b) 65,536
- o   c) 1,000,000
- o   d) 104,857
- o   **Answer:** a

79. **Which tab in Excel contains options for inserting charts, tables, and images?**

- o   a) Home
- o   b) Insert
- o   c) Data
- o   d) Review
- o   **Answer:** b

80. **What happens when you press Ctrl + Z in Excel?**

- a) Saves the workbook

- b) Redoes the last action

- c) Undoes the last action

- d) Opens the Format Cells dialog

- **Answer:** c

Introduction to Excel Formulas

81. **Which of these functions is used to calculate the largest value in a dataset?**

  - a) =LARGE()

  - b) =MAX()

  - c) =BIG()

  - d) =GREATEST()

  - **Answer:** b

82. **What will =IF(A1>10, "Yes", "No") return if A1 contains 5?**

  - a) Yes

  - b) No

  - c) Error

  - d) Blank Cell

  - **Answer:** b

83. **How does the SUMIF function differ from SUM?**

  - a) SUMIF adds values that meet a specific condition

  - b) SUM adds only numeric values

  - c) SUMIF counts the number of cells with values

  - d) SUMIF cannot handle ranges

  - **Answer:** a

84. **Which formula will extract the first 3 characters from the text in cell A1?**

  - a) =LEFT(A1,3)

  - b) =RIGHT(A1,3)

  - c) =MID(A1,3)

- o d) =TEXT(A1,3)

- o **Answer:** a

85. **What does the PROPER function do in Excel?**

- o a) Capitalizes the first letter of each word in a text string

- o b) Converts text to uppercase

- o c) Converts text to lowercase

- o d) Extracts numeric values from a text string

- o **Answer:** a

Data Cleaning

86. **What does the TRIM function remove?**

- o a) Extra spaces from a text string

- o b) Numbers from a text string

- o c) Special characters from a text string

- o d) Trailing zeros from numbers

- o **Answer:** a

87. **What happens when you use the "Remove Duplicates" feature on a dataset?**

- o a) Deletes all rows with duplicate entries

- o b) Deletes only empty rows

- o c) Highlights duplicate rows

- o d) Merges duplicate rows into one

- o **Answer:** a

88. **Which method is most effective for correcting inconsistent data in Excel?**

- o a) Flash Fill

- o b) Find and Replace

- o c) Data Validation

- o d) AutoSum

- o **Answer:** b

89. **What is the default delimiter used in Excel's Text to Columns tool?**

- a) Comma
- b) Space
- c) Tab
- d) Semicolon
- **Answer:** c

90. **How do you merge two adjacent cells into one?**

- a) Home > Merge & Center
- b) Insert > Merge Cells
- c) Data > Merge & Center
- d) Review > Merge Cells
- **Answer:** a

Data Analysis and Visualization

91. **What is the purpose of a Pivot Table?**

- a) To summarize and analyze large datasets
- b) To clean and transform data
- c) To highlight duplicate data
- d) To calculate formulas automatically
- **Answer:** a

92. **Which of the following is NOT a valid chart type in Excel?**

- a) Clustered Column Chart
- b) Doughnut Chart
- c) 3D Bubble Chart
- d) Radar Chart
- **Answer:** c

93. **Which function is used to count the number of unique items in a range?**

- a) =COUNT()
- b) =UNIQUE()
- c) =COUNTIF()

o d) =COUNTUNIQUE()

o **Answer:** b

94. **What is a slicer in Excel used for?**

o a) Filtering data in Pivot Tables

o b) Splitting text into columns

o c) Combining datasets

o d) Removing duplicate data

o **Answer:** a

95. **Which chart would best represent the composition of a whole?**

o a) Pie Chart

o b) Line Chart

o c) Histogram

o d) Scatter Plot

o **Answer:** a

Advanced Power Query and Data Transformation

96. **Which of these data sources can Power Query import from?**

o a) SQL Database

o b) JSON files

o c) Websites

o d) All of the above

o **Answer:** d

97. **What happens when you "Load to Data Model" in Power Query?**

o a) Data is transformed but not displayed in a worksheet

o b) Data is saved in a new Excel workbook

o c) Data is exported to a CSV file

o d) The source file is overwritten

o **Answer:** a

98. **Which feature in Power Query is used to combine data from multiple tables?**

- a) Merge Queries
- b) Split Columns
- c) Append Queries
- d) Group By
- **Answer:** a

99. **How do you refresh a Power Query in Excel?**

- a) Right-click on the query > Refresh
- b) Click on Data > Refresh All
- c) Use Ctrl + Alt + R
- d) All of the above
- **Answer:** d

100. **Which of these steps is essential before applying transformations in Power Query?**
a)Load data into Power Query Editor
b)Save the workbook
c) Export data to CSV
d) Apply conditional formatting
Answer: a