Microsoft Excel

1. Excel is a _____ program developed by Microsoft.

    A. Spreadsheet
    B. Document
    C. Data management
    D. All of the above

Answer: A) Spreadsheet

Explanation:

Excel is a spreadsheet program developed by Microsoft.

2. What is the extension of a Microsoft Excel file?

    A. msxcl
    B. xcl
    C. xlsx
    D. xlsm

Answer: C) xlsx

Explanation:

".xlsx" is the extension of a Microsoft Excel file.

3. What is the default file name of Microsoft Excel file?

    A. Workbook.xlsx
    B. Workbook1.xlsx
    C. Worksheet.xlsx
    D. Worksheet1.xlsx

Answer: B) Workbook1.xlsx

Explanation:

The default file name of Microsoft Excel file is "Workbook1.xlsx".

4. Shortcut key CTRL + D is used to _____.

    A. Open font dialog box
    B. Open format cells dialog box
    C. Shift current cell's value in the right cell
    D. Fill down in the selection

Answer: D) Fill down in the selection

Explanation:

Shortcut key CTRL + D is used to Fill down in the selection.

5. Microsoft Excel is used for?

    A. Analysis
    B. Data Entry
    C. Data Management
    D. Accounting
    E. Budgeting
    F. All of the above

Answer: F) All of the above

Explanation:

Microsoft Excel is typically used for:

    i. Analysis
    ii. Data entry
    iii. Data management
    iv. Accounting
    v. Budgeting
    vi. Data analysis
    vii. Visuals and graphs
    viii. Programming
    ix. Financial modelling,
    x. And many more

6. What is the collection of worksheets called?

    A. Ledger
    B. Book
    C. Testbook
    D. Workbook

Answer: D) Workbook

Explanation:

The collection of worksheets is called a workbook.

7. The total number of rows in a worksheet?

    A. Unlimited
    B. 65,535
    C. 1,048,576
    D. 1,068,576

Answer: C) 1,048,576

Explanation:

The total number of rows in a worksheet is 1,048,576.

8. The total number of columns in a worksheet?

    A. 26
    B. 256
    C. 12,834
    D. 16,384

Answer: D) 16,384

Explanation:

The total number of columns in a worksheet is 16,384.

9. What is the column width in a worksheet?

    A. 26 characters
    B. 128 characters
    C. 255 characters
    D. 256 characters

Answer: C) 255 characters

Explanation:

The column width in a worksheet is 255 characters.

10. The total number of characters that a cell contains is?

    A. 32,767 characters
    B. 32,768 characters
    C. 65,535 characters
    D. 1,32,767 characters

Answer: A) 32,767 characters

Explanation:

The total number of characters that a cell contain are 32,767 characters.

11. How many hyperlinks can be there in a worksheet?

    A. 32,767
    B. 32,768
    C. 65,530
    D. 65,535

Answer: C) 65,530

Explanation:

There can be a maximum of 65,530 hyperlinks in a worksheet.

12. How many times undo levels can be used in a worksheet?

A. 25
B. 50
C. 75
D. 100

Answer: D) 100

Explanation:

There are 100 undo levels in a worksheet.

13. How many users can open the Excel file at the same time?

A. 64 users
B. 128 users
C. 256 users
D. 512 users

Answer: C) 256 users

Explanation:

A total number of 256 users can open the excel file at the same time. For this, the "Allow changes by more than one user..." setting should be enabled.

14. The intersection of a column and a row in a worksheet is called ____.

A. Box
B. Cell
C. Range
D. Page Break

Answer: B) Cell

Explanation:

The intersection of a column and a row in a worksheet is called a "Cell".

15. The fill function can be ____ to complete formulas in a range.

A. Single clicked
B. Double-clicked
C. Triple clicked
D. Right clicked

Answer: B) Double-clicked

Explanation:

The fill function can be double-clicked to complete formulas in a range.

16. Which logical function returns TRUE if all arguments evaluate TRUE; FALSE if not?

A. OR
B. AND
C. IF
D. ANDIF

Answer: B) AND

Explanation:

The AND() function is used to test multiple conditions and returns TRUE if all arguments evaluate TRUE; FALSE if not.

Syntax:

```
=AND (logical1, [logical2], ...)
```

17. Which logical function returns TRUE if one or more arguments evaluates to TRUE; FALSE if all arguments evaluate to FALSE?

A. OR
B. AND
C. IF
D. ANDIF

Answer: A) OR

Explanation:

The OR() function is used to test multiple conditions and returns TRUE if one or more evaluates to TRUE, and returns FALSE if all arguments evaluate to FALSE.

Syntax:

```
=OR (logical1, [logical2], ...)
```

18. The Excel _____ function returns the Boolean value FALSE.

    A. TRUEFALSE(0)
    B. FALSE()
    C. Both of the above
    D. There is no such function

Answer: B) FALSE()

Explanation:

The Excel FALSE() function returns the Boolean value FALSE.

Syntax:

```
=FALSE ()
```

Example:

```
=IF(A1>18,"Young",FALSE())
```

19. What is the correct syntax of IF() function?

    A. =IF (logical_test, {[value_if_true]}, {[value_if_false]})
    B. =IF (logical_test, TRUE([value_if_true]), FALSE([value_if_false]))
    C. =IF (logical_test: [value_if_true], [value_if_false])
    D. =IF (logical_test, [value_if_true], [value_if_false])

Answer: D) =IF (logical_test, [value_if_true], [value_if_false])

Explanation:

The correct syntax of IF() function is:

```
=IF (logical_test, [value_if_true], [value_if_false])
```

20. Which function is used to trap and handle errors?

    A. IFERROR()
    B. ERROR()
    C. IFNA()
    D. IFTRAP()

Answer: A) IFERROR()

Explanation:

The IFERROR() function is used to trap and handle errors.

Syntax:

```
=IFERROR (value, value_if_error)
```

Example:

```
=IFERROR (A2/C2,"Please enter a value in C2")
```

21. Which function is used to trap and handle #N/A errors?

    A. IFERROR()
    B. ERROR()
    C. IFNA()
    D. IFERRORNA()

Answer: C) IFNA()

Explanation:

The IFNA() function is used to trap and handle #N/A errors.

Syntax:

```
=IFNA (value, value_if_na)
```

Example:

```
=IFNA(VLOOKUP(A5,xtable,2,0),"Error: Not found")
```

22. Which function is used to get a date n working days in the future or past?

    A. WORKDAY()
    B. DAY()
    C. WORKDATE()
    D. DAYM()

Answer: A) WORKDAY()

Explanation:

The WORKDAY() function is used to get a date n working days in the future or past.

Syntax:

```
=WORKDAY (start_date, days, [holidays])
```

23. Which function is used to match multiple values and returns the first match?

    A. IF()
    B. IFS()
    C. IIF()
    D. SWITCH()

Answer: D) SWITCH()

Explanation:

The SWITCH() function is used to match multiple values and returns the first match.

Syntax:

```
=SWITCH (expression, val1/result1, [val2/result2], ..., [default])
```

Example:

```
=SWITCH(G4,0,"Sun",1,"Mon",2,"Tue",3,"Wed",4,"Thu",5,"Fri",6,"Sat")
```

24. Which function is used to create a date with year, month, and day?

    A. DATE()
    B. DATEDIF()
    C. DATEVALUE()
    D. CURDATE()

Answer: A) DATE()

Explanation:

The DATE() function is used to create a date with year, month, and day.

Syntax:

```
=DATE (year, month, day)
```

Example:

```
=DATE(2022,8,26) // returns Aug 26, 2022
```

25. Which function is used to get days, months, or years between two dates?

    A. DATE()
    B. DATEDIF()
    C. DATEVALUE()
    D. CURDATE()

Answer: B) DATEIF()

Explanation:

The DATEDIF() function is used to get days, months, or years between two dates.

Syntax:

```
=DATEDIF (start_date, end_date, unit)
```

Example:

```
=DATEDIF("26-08-2020","26-08-2022","y") // Returns 2
=DATEDIF("26-08-2020","26-08-2022","m") // Returns 24
=DATEDIF("26-08-2020","26-08-2022","d") // Returns 730
```

26. What is the keyboard shortcut to insert a SUM formula in MS Excel?

    A. CTRL + =
    B. ALT + =
    C. ALT + S
    D. CTRL + ALT + =

Answer: B) ALT + =

Explanation:

The keyboard shortcut to insert a SUM formula is "ALT + =". For this, select the cell range and press "ALT+=". You will get the SUM of the values of the selected range.

27. What is the keyboard shortcut to switch between open Excel windows?

    A. CTRL + TAB
    B. ALT + TAB
    C. CTRL + ALT + TAB
    D. None of the above

Answer: A) CTRL + TAB

Explanation:

The keyboard shortcut to switch between open Excel windows is "CTRL + TAB".

28. What is the keyboard shortcut to display the Format Cells dialog box in MS Excel?

    A. CTRL + F
    B. ALT + 1
    C. CTRL + SHIFT + F
    D. CTRL + 1

Answer: D) CTRL + 1

Explanation:

The keyboard shortcut to display the Format Cells dialog box is "CTRL + 1".

29. What is the keyboard shortcut to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel?

    A. CTRL + SHIFT + C
    B. CTRL + ALT + "
    C. CTRL + SHIFT + "
    D. ALT + SHIFT + "

Answer: C) CTRL + SHIFT + "

Explanation:

The keyboard shortcut to copy the value from the cell above the active cell into the cell or the Formula Bar is "CTRL + SHIFT + "".

30. What is the keyboard shortcut to copy a formula from the cell above the active cell into the cell or the Formula Bar in MS Excel?

    A. CTRL + '
    B. ALT + '
    C. CTRL + ALT + '
    D. CTRL + SHIFT + F

Answer: A) CTRL + '

Explanation:

The keyboard shortcut to copy a formula from the cell above the active cell into the cell or the Formula Bar is CTRL + '.

31. What is the keyboard shortcut to view formulas instead of values in MS Excel?

    A. CTRL + `
    B. ALT + `
    C. CTRL + ALT + `
    D. CTRL + SHIFT + F

Answer: A) CTRL + `

Explanation:

The keyboard shortcut to view formulas instead of values is CTRL + `.

32. Which symbol is used to specify the fixed columns or rows in the formula?

    A. =
    B. *
    C. $
    D. %

Answer: C) $

Explanation:

The $ symbol is used to specify the fixed columns or rows in the formula.

33. The currently selected cell address is displayed in _____.

    A. Name Box
    B. Formula Bar
    C. Both A and B
    D. None of the above

Answer: A) Name Box

Explanation:

Currently selected cell address is displayed in the Name Box.

34. Which programming language is used to write a Macro in MS Excel?

    A. C
    B. C++
    C. Java
    D. Visual Basic

Answer: D) Visual Basic

Explanation:

Visual Basic is the programming language that is used to write a Macro in MS Excel.

35. What is the correct value of the function? =ROUND (1.2345,2)

    A. 24
    B. 23
    C. 25
    D. 2

Answer: B) 1.23

Explanation:

The function =ROUND (1.2345,2) will return 1.23

36. What is the correct value of the function? =ROUND (1.9867,2)

    A. 1.98
    B. 1.99

C. 2
D. 1.00

Answer: B) 1.99

Explanation:

The function =ROUND (1.9867,2) will return 1.99

37. In MS Excel, 'Merge and Center' is used to _____.

  A. Combine and centre the content of the selected cell
  B. Combine and centre the content of the current row
  C. Concatenate the text of the two cells and returns the text
  D. None of the above

Answer: A) Combine and centre the content of the selected cell

Explanation:

In MS Excel, 'Merge and Center' is used to combine and centre the content of the selected cell.

38. Which feature is used to wrap extra-long text into multiple lines in MS Excel?

  A. Word Wrap
  B. Letter Wrap
  C. Text Wrap
  D. Wrap Text

Answer: D) Wrap Text

Explanation:

In MS Excel, 'Wrap Text' feature is used to wrap extra-long text into multiple lines so that you can see all text.

39. Which keyboard shortcut is used to apply 'Wrap Text' on the selected text?

  A. Ctrl + H + W
  B. Alt + W + H
  C. Alt + H + W
  D. Alt + W

Answer: C) Alt + H + W

Explanation:

The keyboard shortcut used to apply 'Wrap Text' on the selected text is Alt + H + W

40. Which feature is used to rotate the text diagonally or vertically of the selected cells in MS Excel?

  A. Orientation
  B. Text Layout
  C. Text Flip
  D. Cell Orientation

Answer: A) Orientation

Explanation:

In MS Excel, the 'Orientation' feature is used to rotate the text diagonally or vertically of the selected cells.

41. Steps for protecting a sheet by password in MS Excel?

  A. Under the Review Tab, Click on Protect Current Sheet
  B. Under Insert Tab, Click on Protect Sheet
  C. Under Data Tab, Click on Protect Sheet
  D. Under the Review Tab, Click on Protect Sheet

Answer: D) Under Review Tab, Click on Protect Sheet

Explanation:

In MS Excel, to protect a sheet by password. Under the Review Tab, Click on Protect Sheet.

42. Under which Tab, the chart options are available in MS Excel?

    A. Data
    B. Insert
    C. Review
    D. View

Answer: B) Insert

Explanation:

In MS Excel, the chart options are available in Insert Tab.

43. Which chart type is used to visually compare values across a few categories?

    A. Area Chart
    B. Bar Chart
    C. Doughnut Chart
    D. Hierarchy Chart

Answer: B) Bar Chart

Explanation:

In MS Excel, the Bar Chart is used to visually compare values across a few categories.

44. Which chart type is used to show trends over time and categories?

    A. Area Chart
    B. Bar Chart
    C. Doughnut Chart
    D. Hierarchy Chart

Answer: A) Area Chart

Explanation:

In MS Excel, the Bar Chart is used to show trends over time and categories.

45. Which chart type is used to show the proportions of a while?

    A. Area Chart
    B. Bar Chart
    C. Doughnut Chart
    D. Hierarchy Chart

Answer: C) Doughnut Chart

Explanation:

In MS Excel, the Doughnut Chart is used to show the proportions of a while. It can be used when the total of your numbers is 100%.

46. Which is not a Text function in MS Excel?

    A. CODE()
    B. CLEAN()
    C. CHAR()
    D. DB()

Answer: D) DB()

Explanation:

The DB() is a financial function, not a Text function, the rest of the others are text functions.

47. Which Excel function is used to get the discount rate for security?

    A. DISCOUNT()
    B. DISC()
    C. DSC()
    D. PERC()

Answer: B) DISC()

Explanation:

The DISC() function is used to get the discount rate for security.

48. What is the keyboard shortcut to insert a new comment in a cell in MS Excel?

    A. F2
    B. Ctrl + F2
    C. Alt + F2
    D. Shift + F2

Answer: D) Shift + F2

Explanation:

The keyboard shortcut to insert a new comment in a cell is "Shift + F2".

49. What is the keyboard shortcut to insert a new sheet in the current workbook in MS Excel?

    A. Shift + F9
    B. Shift + F10
    C. Shift + F12
    D. Shift + F11

Answer: D) Shift + F11

Explanation:

The keyboard shortcut to insert a new sheet in the current workbook is "Shift + F11".

50. Which option allows you to display all numbers which are less than 0 (negative numbers) in red color in MS Excel?

    A. Styling
    B. Conditional Formatting
    C. Compare Formatting
    D. Special Formatting

Answer: B) Conditional Formatting

Explanation:

By using the "Conditional Formatting" feature, we can apply special formatting based on the conditions.

51. Under which menu, we can insert Header and Footer on the sheet?

    A. Format
    B. Review
    C. Data
    D. Insert

Answer: D) Insert

Explanation:

The header and Footer option is available in the "Insert" Menu. We can insert the Header and Footer in the sheet by clicking on the "Header and Footer" option from "Text Group" in the "Insert" Menu.

52. Show/Hide Gridlines option is available in the _____ Menu.

    A. Page Layout
    B. Data
    C. Insert
    D. Format

Answer: A) Page Layout

Explanation:

In the "Page Layout" Menu, the option to show/hide gridlines available.

53. Which function is used to get the location of text in a string in MS Excel?

    A. FIND()
    B. INDEX()
    C. SEARCH()
    D. STRINGSEARCH()

Answer: C) SEARCH()

Explanation:

The SEARCH() function is used to get the location of text in a string.

Syntax:

```
=SEARCH (find_text, within_text, [start_num])
```

Example:

```
=SEARCH("How","Hello, world! How are you?") // Returns 15
```

54. The _____ function is used to convert to text in a number format in MS Excel.

    A. CONVERT()
    B. TEXT()
    C. NUM()
    D. CONVERTTEXT()

Answer: B) TEXT()

Explanation:

The TEXT() function is used to convert to text in a number format in MS Excel.

55. Which function is used to remove extra spaces from the text in MS Excel?

    A. REMOVE()
    B. TRIM()
    C. TRUNC()
    D. All of the above

Answer: B) TRIM()

Explanation:

The TRIM() function is used to remove extra spaces from the text in MS Excel.

Syntax:

```
=TRIM (text)
```

Example:

```
=TRIM("   Hello    World!   ") // Returns "Hello World!"
```

56. Which is the correct syntax of the HEX2BIN() function in MS Excel?

    A. =HEX2BIN (number, [places])
    B. =HEX2BIN (number)
    C. =HEX2BIN (number, BASE, [places])
    D. =HEX2BIN (number, BASE)

Answer: A) =HEX2BIN (number, [places])

Explanation:

The correct syntax of HEX2BIN() function in MS Excel is:

=HEX2BIN (number, [places])

Example:

```
=HEX2BIN("F") // Return 1111
=HEX2BIN("F",8) // Returns 00001111
```

57. Which function is used to find the sum of complex numbers in MS Excel?

    A. SUM()
    B. ADD()

C. CSUM()
D. IMSUM()

Answer: D) IMSUM()

Explanation:

The IMSUM() function is used to find the sum of complex numbers in MS Excel.

Example:

```
=IMSUM("1-2i", "2+4i") // Returns 3+2i
```

58. Which option displays the total number of cells, formulas, charts, tables, sheets, etc. in a Workbook?

A. Workbook Statistics
B. Statistics
C. Excel Statistics
D. Workbook Analysis

Answer: A) Workbook Statistics

Explanation:

Options "Workbook Statistics" displays the total number of cells, formulas, charts, tables, sheets, etc. in a Workbook.

59. Which option is used to hide/show the Headings in MS Excel?

A. View Menu > Show Group > Headings
B. View Menu > Show Group > Gridlines
C. View Menu > Show Group > Headers
D. View Menu > Show Group > Titles

Answer: A) View Menu > Show Group > Headings

Explanation:

To hide and show(unhide) Headings. The correct option / step is View Menu > Show Group > Headings.

60. Which option is used to quickly convert a range of cells to a table with its own style converted in MS Excel?

A. Table Styles
B. Stylish Cells
C. Format as Table
D. Cells as Table

Answer: C) Format as Table

Explanation:

The option "Format as Table" is used to quickly convert a range of cells to a table with its own style converted in MS Excel