

Microsoft Excel Quiz: 25 Multiple-Choice Questions

1. What is the main file in Excel called that holds one or more worksheets?

- A. Document
- B. Presentation
- C. Workbook
- D. Folder

Answer: C

2. In Excel, what is the intersection of a row and a column called?

- A. A box
- B. A cell
- C. A sheet
- D. A table

Answer: B

3. What symbol must every formula in Excel begin with?

- A. #
- B. +
- C. =
- D. @

Answer: C

4. Which of the following is an example of a column in an Excel worksheet?

- A. 1, 2, 3
- B. A, B, C
- C. Sheet1, Sheet2
- D. Row 1

Answer: B

5. The Home tab in Excel contains commands for which of the following?

- A. Creating formulas
- B. Inserting charts and pictures
- C. Changing font, color, and alignment
- D. Printing documents

Answer: C

6. To find the total of a list of numbers, which function would you use?

- A. TOTAL
- B. ADD
- C. SUM
- D. TOTALS

Answer: C

7. Which function is used to find the average of a range of numbers?

- A. AVERAGE
- B. AVG
- C. MEAN
- D. COUNT

Answer: A

8. What is the purpose of the Fill Handle (the small square at the bottom-right of an active cell)?

- A. To resize the cell.
- B. To move the cell.
- C. To copy a formula or data to nearby cells.
- D. To change the color of the cell.

Answer: C

9. If you want to change a number like 0.5 into a percentage like 50%, which tab would you find the formatting options?

A. Formulas

B. Data

C. Home

D. View

Answer: C

10. Which tab would you click to insert a new chart, picture, or a shape into your worksheet?

A. Home

B. Insert

C. Page Layout

D. Formulas

Answer: B

11. What is the standard name for a horizontal group of cells in Excel?

A. A column

B. A sheet

C. A row

D. A block

Answer: C

12. To sort data from A-Z or Z-A, you would go to the Data tab and use the Sort & Filter group.

A. True

B. False

Answer: A

13. The MAX function is used to find what in a range of numbers?

- A. The smallest number
- B. The largest number
- C. The average number
- D. The total sum

Answer: B

14. What is the purpose of the Page Layout tab?

- A. To perform calculations.
- B. To change the page margins, orientation, and size for printing.
- C. To insert pictures and charts.
- D. To change text fonts and colors.

Answer: B

15. If a cell contains the formula =A1+B1, and you copy it to the cell below, what will the new formula be?

- A. =A1+B1
- B. =A2+B2
- C. =B1+C1
- D. =A1+B2

Answer: B

16. To count the number of cells in a range that contain numbers, which function would you use?

- A. SUM
- B. COUNT
- C. TOTAL
- D. AVERAGE

Answer: B

17. Which of the following is the correct way to write a range of cells from cell A1 to cell B5?

A. A1 to B5

B. A1-B5

C. A1,B5

D. A1:B5

Answer: D

18. What is the name of the bar at the top of the worksheet that shows the content of the active cell?

A. Title Bar

B. Formula Bar

C. Status Bar

D. Scroll Bar

Answer: B

19. Which function is used to find the smallest number in a range?

A. MIN

B. SMALL

C. LOW

D. LEAST

Answer: A

20. The COUNTBLANK function counts cells that are:

A. Filled with text.

B. Filled with a number.

C. Empty.

D. Have a formula.

Answer: C

21. A workbook can have only one worksheet.

A. True

B. False

Answer: B

22. The Ctrl + S keyboard shortcut is used to:

A. Open a new workbook.

B. Print the workbook.

C. Save the workbook.

D. Close the workbook.

Answer: C

23. Which tab is primarily used for creating formulas and managing functions?

A. Home

B. Formulas

C. Data

D. Review

Answer: B

24. If you see the symbol ##### in a cell, it means:

A. The cell contains a formula error.

B. The column is not wide enough to show the full number.

C. The cell has been deleted.

D. You have entered text incorrectly.

Answer: B

25. The Ctrl + Z keyboard shortcut is used to:

- A. Redo the last action.
- B. Undo the last action.
- C. Paste the last copied item.
- D. Find and replace text.

Answer: B