

DANLC MCQ

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Started on

Tuesday, 22 October 2024, 4:40 PM

State

Finished

Completed on

Tuesday, 22 October 2024, 4:55 PM

Time taken

14 mins 49 secs

Question 1

Complete

Marked out of 1

Flag question

You type some non-scientific numerical data directly into a Microsoft Excel worksheet. You then press Enter and 1.9E+09 appears in the cell. Why has this text appeared in the cell?

Select one:

- ☐ The cell contains text and numbers.
- ☐ The number format is incorrect.
- ☒ The column is too narrow.
- ☐ All of the above

Question 2

Complete

Marked out of 1

Flag question

What does the HLOOKUP function do in Excel?

Select one:

- ☐ Looks up a value in a vertical table and returns a value in the same row from a specified column.
- ☒ Looks up a value in a horizontal table and returns a value in the same column from a specified row.
- ☐ Both A and B
- ☐ None of the above

Question 3

Complete

Marked out of 1

Flag question

What should you do if the lookup value in VLOOKUP is not in the first column of the table array?

Select one:

- ☐ Rearrange the table array so that the lookup value is in the first column.
- ☒ Use the INDEX and MATCH functions.
- ☐ Use the OFFSET function.
- ☐ Use the HLOOKUP function instead.

Question 4

Complete

Marked out of 1

Flag question

You enter numbers into a column. Your entries are displaying a different number of decimal places from those you intended. Where can you locate the increase and decrease decimal buttons to control the number of decimal places displayed?

Select one:

- ☐ In the Alignment group on the Home ribbon.
- ☒ In the Number group on the Home ribbon.
- ☐ In the Editing group on the Home ribbon.
- ☐ All of the above

Question 5

Complete

Marked out of 1

Flag question

You need to sort or reorder a large block of information in a worksheet. Which tab do you need to select to access the Sort feature?

Select one:

- ☒ The Data tab
- ☐ The View tab
- ☐ The Contextual Sort tab
- ☐ The Home Tab

Question 6

Complete

Marked out of 1

Flag question

Which of the following is the correct syntax for the VLOOKUP function?

Select one:

- ☐ VLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])
- ☒ VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
- ☐ VLOOKUP(lookup_value, column_index_num, table_array, [range_lookup])
- ☐ VLOOKUP(col_index_num, lookup_value, table_array, [range_lookup])

Question 7

Complete

Marked out of 1

Flag question

How can you use VLOOKUP to look up a value from another sheet in the same workbook?

Select one:

- ☐ VLOOKUP(A1, "Sheet2!A1:B10", 2, FALSE)
- ☐ VLOOKUP(A1, [Sheet2]!A1:B10, 2, FALSE)
- ☒ VLOOKUP(A1, Sheet2!A1:B10, 2, FALSE)
- ☐ VLOOKUP(A1, "Sheet2!A1:B10, 2, FALSE)

Question 8

Complete

Marked out of 1

Flag question

What does the MATCH function do in Excel?

Select one:

- ☐ Looks up a value in a horizontal table.
- ☒ Finds the relative position of a value in a range.
- ☐ Returns the value at a given position in a range.
- ☐ Returns the column number of a value in a range.

Question 9

Complete

Marked out of 1

Flag question

Your worksheet has the Filter feature turned on. The Filter arrows on two columns labeled Name and Town have Funnel symbols on them. How can you alter the display to show the data filtered by Town but not by Name?

Select one:

- ☐ Use the Clear option in the Filter group in the Data Ribbon.
- ☒ Use the Clear Filter option on the Filter menu in the Name column.
- ☐ Use the Clear Filter option on the Filter menu in the Town column.
- ☐ All of the above

Question 10

Complete

Marked out of 1

Flag question

You have frozen the top row (Row 1) of the screen to make your spreadsheet easier to read. What cell will your cursor move to when you move to the top of the worksheet using the Control + Home shortcut?

Select one:

- ☒ A1
- ☐ A0
- ☐ A2
- ☐ A3

Question 11

Complete

Marked out of 1

Flag question

What appears on the Formula bar when you enter a calculation in a worksheet cell?

Select one:

- ☐ The result
- ☒ The calculation
- ☐ The calculation and result
- ☐ None of the above

Question 12

Complete

Marked out of 1

Flag question

Row one in your worksheet contains headings and it is currently visible at the top of the screen. The cursor is on cell B3. Which of the Freeze Panes options must you choose to ensure that the headings remain visible onscreen?

Select one:

- ☒ Freeze Top Row
- ☐ Freeze Panes
- ☐ Freeze First Column
- ☐ None of the above

Question 13

Complete

Marked out of 1

Flag question

How can you use VLOOKUP to return a value from the last column of a range without knowing the exact column number?

Select one:

- ☐ Use ROWS() function to determine the number of rows.
- ☐ Use INDEX() function to find the last column.
- ☐ Use MATCH() function to find the last column.
- ☒ Use COLUMNS() function to determine the number of columns.

Question 14

Complete

Marked out of 1

Flag question

You open an Excel worksheet that contains ten columns of data. The information is filtered, so some of the available data is not visible. How can you identify which heading the data is filtered by?

Select one:

- ☐ The Filter arrow contains an arrow symbol.
- ☒ The Filter arrow contains a funnel symbol.
- ☐ The Filter arrow drop-down symbol is in bold.
- ☐ None of the above

Question 15

Complete

Marked out of 1

Flag question

True or False: You need to edit only those rows in a spreadsheet that have been shaded yellow. You can use the Filter by color filter option to hide rows that haven't been formatted in this way.

Select one:

- ☒ True
- ☐ False

Question 16

Complete

Marked out of 1

Flag question

What does the INDEX function do in Excel?

Select one:

- ☐ Looks up a value in a vertical table.
- ☐ Finds the position of a value in a range.
- ☐ Returns the row number of a value in a range.
- ☒ Returns the value at a given position in a range.

Question 17

Complete

Marked out of 1

Flag question

How can you make the INDEX function return an entire column?

Select one:

- ☐ INDEX(array, :, col_num)
- ☐ INDEX(array, row_num,)
- ☐ INDEX(array, , col_num)
- ☒ INDEX(array, 0, col_num)

Question 18

Complete

Marked out of 1

Flag question

Which number format option is both a format and an action button in Excel?

Select one:

- ☐ The Text Format
- ☐ The Currency format
- ☐ The Percentage format
- ☒ The Comma format

Question 19

Complete

Marked out of 1

Flag question

Column A in your worksheet contains component names. All twenty-two names have been input as text except for one entry called Iltratchet, which begins with a number. If you were to sort this column in descending order, where would the entry Iltratchet appear?

Select one:

- ☒ At the top of the column
- ☐ At the bottom of the column.
- ☐ In the middle of the column.
- ☐ None of the above

Question 20

Complete

Marked out of 1

Flag question

What does the VLOOKUP function do in Excel?

Select one:

- ☒ Looks up a value in a vertical table and returns a value in the same row from a specified column.
- ☐ Looks up a value in a horizontal table and returns a value in the same column from a specified row.
- ☐ Both A and B
- ☐ None of the above

Question 21

Complete

Marked out of 1

Flag question

You want to identify all rows that contain a specific word, but the word might appear anywhere in a cell entry. Which of the following options can you use to complete this task?

Select one:

- ☐ Use Begins with on the Text Filter sub-menu.
- ☒ Use Contains on the Text Filter sub-menu.
- ☐ Use Ends with on the Text Filter sub-menu.
- ☐ None of the above

Question 22

Complete

Marked out of 1

Flag question

How can you use the INDEX function to return the entire row of data for a matched value?

Select one:

- ☐ INDEX(array, MATCH(lookup_value, lookup_array, 0))
- ☐ INDEX(array, MATCH(lookup_value, lookup_array, 0), :)
- ☐ INDEX(array, 0, MATCH(lookup_value, lookup_array, 0))
- ☒ INDEX(array, MATCH(lookup_value, lookup_array, 0), 0)

Question 23

Complete

Marked out of 1

Flag question

You type the heading Customer Name into a cell. Part of the heading is hidden because of the column width and the fact that there is other content in the cell directly to the right. You would like the full heading to be visible and the word Name to appear under the word Customer. How can you do this?

Select one:

- ☐ Type the word Name in the cell underneath the heading.
- ☒ Use the Wrap Text command in the Alignment group.
- ☐ Use the Center align command in the Alignment group on the Home tab.
- ☐ None of the above

Question 24

Complete

Marked out of 1

Flag question

You are editing a worksheet in which column G is hidden and is not visible between columns F and H. Which set of steps can you take to unhide column G and check its contents?

Select one:

- ☒ Select column F and H and click Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.
- ☐ Select column G and click Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.
- ☐ Select the column to the right of the hidden column. Select Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.
- ☐ Highlight columns F and H. Select Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.

Question 25

Complete

Marked out of 1

Flag question

If you want VLOOKUP to return an exact match, what value should you set for [range_lookup]?

Select one:

- ☐ TRUE
- ☐ 1
- ☒ FALSE
- ☐ None of the above

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Finish review