**EXCEL TEST PAPER**

**Q 1- Solve the following Questions.**

**Table

Description automatically generated**

**The best formula to calculate the Average for Profits is:**

**a) =(B4+C4+D4)/3.**

**b) =MEAN(B4:E4).**

**c) =AVERAGE(B4:D4).**

**d) =AVERAGE(B4:E4)**

**Q2- When you copy a formula that contains an absolute reference to a new location, the reference \_\_\_\_.**

**a) is updated automatically.**

**b) does not change.**

**c) becomes bold.**

**d) has a dotted outline in its cell.**

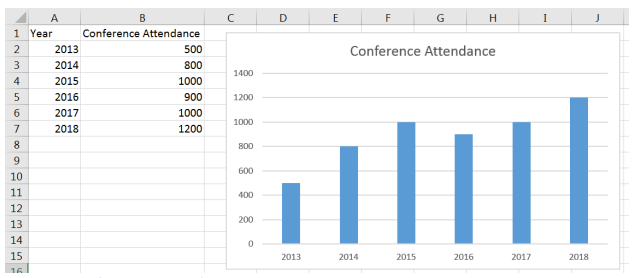
**Q3 Cell D4 contains the formula =C1+C2. What formula will see when you paste this into cell E5?**

**a) =C1+C2**

**b) =$C1+$C2**

**c) =D2+D3**

**d) =E6+E7**

**Q4 -Solve the question.**

**Excel will reference the chart’s data source above as:**

**a) A1:B7**

**b) $A1:B7$**

**c) A$1:$B7**

**d) $A$1:$B$7**

**Q5 The \_\_\_\_\_\_ function returns TRUE if any of its arguments evaluate to TRUE, and returns FALSE if all of its arguments evaluate to FALSE.**

**a) AND**

**b) OR**

**c) SOME**

**d) LOOKUP**

**Q6 Solve the following question**

**Graphical user interface, application, table, Excel

Description automatically generated**

**To determine the number of sales people by region who have 50 or more orders, we use the:**

**a) COUNT**

**b) COUNTA**

**c) COUNTIF**

**d) COUNTIFS**

**Q7 Removes all spaces from text except for single spaces between words.**

**a) CODE**

**b) CLEAN**

**c) TRIM**

**d) SUBSTITUTE**

**Q8 Solve the following question. Table

Description automatically generated**

**1. Open a new workbook and save the file with the name “Payroll”.**

**2. Enter the labels and values in the exact cells locations as desired.**

**3. Use AutoFill to put the Employee Numbers into cells A6:A8.**

**4. Set the columns width and rows height appropriately.**

**5. Set labels alignment appropriately.**

**6. Use warp text and merge cells as desired.**

**7. Apply borders, gridlines and shading to the table as desired.**

**8. Format cell B2 to Short Date format.**

**9. Format cells E4:G8 to include dollar sign with two decimal places.**

**10. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly**

**Rate by Hours Worked.**

**11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a**

**formula in cell F4 to multiply Gross Pay by 6%.**

**12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from**

**Gross Pay.**

**13. Set the work sheet vertically and horizontally on the page.**

**14. Save your work**

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**9. Format cells E4:G8 to include dollar sign with two decimal places.**

**10. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.**

**11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.**

**12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.**

**13. Set the work sheet vertically and horizontally on the page.**

**14. Save your work.**

**Q9 Solve the following question**

**Table

Description automatically generated**

**For the above table find the following:**

**1. TAX (If ITEM PRICE is less than 100, TAX is 50, otherwise it should be 100).**

**2. TOTAL PRICE BEFORE TAX =NO. OF ITEMS \* ITEM PRICE.**

**3. TOTAL PRICE AFTER TAX = TOTAL PRICE BEFORE TAX + TAX.**

**4. RATE (If TOTAL PRICE AFTER TAX > 3500 then the rate is “HIGH”, otherwise it is**

**REASONABLE.**

**5. Find Count of Items, Average of Taxes, Min Item PRICE and Max Item PRICE.**

**6. Save file**

**For the above table find the following:**

**1. TAX (If ITEM PRICE is less than 100, TAX is 50, otherwise it should be 100), Autofill the row data where required.**

**2. TOTAL PRICE BEFORE TAX =NO. OF ITEMS \* ITEM PRICE.**

**3. TOTAL PRICE AFTER TAX = TOTAL PRICE BEFORE TAX + TAX.**

**4. RATE (If TOTAL PRICE AFTER TAX > 3500 then the rate is “HIGH”, otherwise it is REASONABLE.**

**5. Find Count of Items, Average of Taxes, Min Item PRICE and Max Item PRICE.**

**6. Save file.**

**Q10 Solve the following question.**

**Table, Excel

Description automatically generated**

**1. Create the worksheet shown above.**

**2. Set the Text alignment, Columns width appropriately.**

**3. Use AutoFill to put the Series Numbers into cells A5:A7.**

**4. Format cells C3:G7, C8:E11, C13:E13 to include dollar sign with two decimal places.**

**5. Find the Average Sales and Maximum Sales for each City.**

**6. Find the Total Sales for each Month.**

**7. Calculate the Profit for each month , where profit = Total Sales – Cost**

**8. Calculate the 10% Bonus, which is 10% of the Profit.**

**9. Find the Total Sales for each Month; only for sales greater than 30,000.**

**10. Find the No of Sales for each Month; only for sales greater than 30,000.**