

Excel-Modular Assessment

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E MARKS (/PACKAGE-COST-DETAILS/REGENERATE-MARKS?STUDENTID=23586&ASSESSMENTID=204333)

Score Obtained:

32/50 (64%)

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VIEW REPORT

Which of the following is not a term of Excel?

- ☐ Rows

1/1

ATTEMPTED
- ☐ Cells
- ☐ Columns
- ☒ Document

2.
What's the purpose of Freeze Panes?

- ☐ To deactivate scrolling

1/1

ATTEMPTED
- ☐ To create a new instance of your file
- ☒ To fix the top rows and columns so the table headers are visible during scrolling
- ☐ None of the above

3.

Lucy made some changes to a workbook called "Sept 2014". She then clicked Save As, typed "Sept_2014_New" in the File Name box and clicked Save. Which of the following statements are true?

0/1

ATTEMPTED

- ☐ The changes Lucy made to "Sept 2014" will be reflected in the new workbook, "Sept_2014_New" only
- ☐ The changes Lucy made will be reflected in both versions, "Sept 2014" and "Sept_2014_New"
- ☐ By using the Save As function Lucy replaced the file "Sept 2014" with "Sept_2014_New". The original file no longer exists
- ☒ The changes Lucy made will stay in "Sept 2014" and will not be reflected in "Sept_2014_New"

4. Which feature in Excel is primarily used to consolidate data from multiple worksheets into a single worksheet?

1/1

ATTEMPTED

- ☐ Pivot Table
- ☒ Data Consolidation
- ☐ VLOOKUP
- ☐ Data Validation

5. How do you define a named range in Excel?

0/1

ATTEMPTED

- ☒ By selecting the cells and typing the name in the formula bar.
- ☐ By selecting the cells, going to the "Formulas" tab, and choosing "Define Name."
- ☐ By selecting the cells and pressing Ctrl+N.
- ☐ By typing the name directly into the cells.

6. What happens if you try to name a range with a name that already exists?

1/1

ATTEMPTED

- ☐ Excel will create a new range with a similar name.
- ☒ Excel will overwrite the existing named range with the new one.
- ☐ Excel will display an error message and prevent the action.
- ☐ Excel will automatically modify the name to avoid duplication.

7. Can named ranges be used across multiple worksheets in a workbook?

0/1

ATTEMPTED

- ☐ No, named ranges are specific to the worksheet they are defined in.
- ☐ Yes, named ranges are available to all worksheets within the same workbook.
- ☒ Yes, but only if the ranges are defined in a specific order.
- ☐ No, named ranges can only be used within the same worksheet.

8. What happens to formulas within a column when you add new rows to an Excel table?

1/1

ATTEMPTED

- ☒ Formulas automatically update to include the new rows
- ☐ Formulas remain unchanged, referencing the original range
- ☐ Formulas break, requiring manual adjustment
- ☐ Formulas are deleted automatically

9. What is the primary advantage of converting a data range into an Excel Table?

1/1

ATTEMPTED

- ☐ Tables automatically sort data alphabetically.
- ☒ Tables provide automatic formatting and styling options.
- ☐ Tables enable easier data entry for pivot tables.
- ☐ Tables automatically update formulas to reflect new data.

10. Which of the following is NOT a method to initiate AutoFill in Excel?

0/1

ATTEMPTED

- ☐ Dragging the fill handle
- ☒ Double-clicking the fill handle
- ☐ Right-clicking and selecting "AutoFill"
- ☐ Pressing Ctrl + A

11. What happens when you drag the fill handle in Excel to fill a series?

0/1

ATTEMPTED

- ☒ The series continues indefinitely until stopped by the user
- ☐ The series repeats in a loop
- ☐ The series extends until it detects a pattern break
- ☐ The series stops after reaching the last cell in the range

12. How can you access the options for managing custom lists in Excel?

0/1

ATTEMPTED

- ☒ Through the AutoFill Options button
- ☐ Under the "Data" tab in the ribbon
- ☐ In the Excel Options menu
- ☐ All of the above

13. When starting a number fill that will follow a numeric sequence, Excel needs to see a pattern to get started. How many numbers in the list do you need to enter?

1/1

ATTEMPTED

- ☐ At least the first number.
- ☒ At least the first two numbers.
- ☐ At least the first three numbers.
- ☐ At least the first four numbers.

14. Which Excel feature automatically fills in values when you drag the handle?

1/1

ATTEMPTED

- ☐ auto sum
- ☒ auto fill
- ☐ quick fill
- ☐ drag fill

15. What is 'Flash Fill' in Excel?

1/1

ATTEMPTED

- ☐ A tool to fill cells with a flash color

- ☒ A feature that automatically fills in data based on a pattern
- ☐ A method to quickly delete cell contents
- ☐ A function to highlight cells

16. custom list is a part of

1/1

ATTEMPTED

- ☒ custom sorting
- ☐ multilevel sorting
- ☐ ascending sorting
- ☐ descending sorting

17. Which of the following formatting options can be applied using conditional formatting in Excel?

0/1

ATTEMPTED

- ☐ Font color
- ☒ Cell borders
- ☐ Fill color
- ☐ All of the above

18. Which option is used for Creating Rules in Conditional formatting on Excel ?

1/1

ATTEMPTED

- ☒ new rules
- ☐ manage rules

- ☐ clear rules
- ☐ none of the above

19. In icon sets which Color shows the positive Result in Conditional Formatting on Excel ?

1/1

ATTEMPTED

- ☐ red
- ☐ yellow
- ☒ green
- ☐ orange

20. How do you access the Conditional Formatting options in Excel?

1/1

ATTEMPTED

- ☐ Go to the "Data" tab and select "Conditional Formatting."
- ☐ Right-click on a cell and choose "Conditional Formatting."
- ☒ Go to the "Home" tab and select "Conditional Formatting" from the Styles group.
- ☐ Use the "Formulas" tab and click on "Conditional Formatting."

21. The greater than sign (>) is a example of

0/1

ATTEMPTED

- ☐ Arithmetic operator
- ☐ Logical operator
- ☐ Relational operator

- ☐ Greater operator

22. What does the ISBLANK function do in Excel?

1/1

ATTEMPTED

- ☒ Checks if a cell is empty
- ☐ Checks if a cell contains a formula
- ☐ Checks if a cell contains text
- ☐ Checks if a cell contains a number

23. A boolean logic operator that at least one item must be true for the statement to be true.

1/1

ATTEMPTED

- ☐ not
- ☒ or
- ☐ and
- ☐ all of the above

24. A boolean operator that switches a True to a False and a False to a True.

1/1

ATTEMPTED

- ☒ not
- ☐ and
- ☐ or
- ☐ xor

25. A boolean operator which all items must be true for the statement to be true

1/1

ATTEMPTED

- ☒ and
- ☐ or
- ☐ not
- ☐ xnor

26. What do you need to include when you are entering text into your formula?

1/1

ATTEMPTED

- ☒ quotes
- ☐ parentheses
- ☐ apostrophes
- ☐ all of these

27. Which of the following is the correct argument(s)/syntax for the COUNTIFs function?

1/1

ATTEMPTED

- ☐ =COUNT(IFs(criteria_range, criteria1, criteria_range2, criteria2))
- ☐ COUNTIFs=(criteria_range, criteria1, criteria_range2, criteria2)
- ☒ =COUNTIFs(criteria_range, criteria1, criteria_range2, criteria2)
- ☐ =COUNTIFs(criteria1, criteria2, criteria3)

28. What does the ADDRESS function in Excel return?

1/1

ATTEMPTED

- ☐ The value of a cell
- ☐ The row number of a cell
- ☐ The column number of a cell
- ☒ The cell reference as text

29. What does the ROW function in Excel return?

1/1

ATTEMPTED

- ☒ The row number of a cell
- ☐ The value of a cell
- ☐ The column number of a cell
- ☐ The cell reference as text

30. Which Excel function is used to return information about a cell, such as its format, location, or contents?

0/1

ATTEMPTED

- ☒ INFO
- ☐ CELL
- ☐ ADDRESS
- ☐ REFERENCE

31. look up functions are available in

1/1

ATTEMPTED

- ☒ formula
- ☐ data
- ☐ data validation
- ☐ insert

32. for independent drop down list we can use below

1/1

ATTEMPTED

- ☐ indirect
- ☒ data validation
- ☐ conditional formatting
- ☐ all of above

33. Which Excel function is commonly used in conjunction with data validation to create dynamic drop-down lists?

1/1

ATTEMPTED

- ☐ VLOOKUP
- ☒ INDEX
- ☐ COUNTIF
- ☐ SUMIF

34. What happens when a user tries to enter invalid data into a cell with data validation applied?

1/1

ATTEMPTED

- ☐ The cell content is automatically corrected

- ☒ An error message is displayed
- ☐ The cell content is cleared
- ☐ The cell content is accepted without any validation

35. Which of the following is NOT a type of error alert in data validation?

0/1

ATTEMPTED

- ☐ Stop
- ☐ Warning
- ☒ Information
- ☐ Correction

36. What does the "Input Message" option in data validation allow you to do?

0/1

ATTEMPTED

- ☐ Display a message when the cell is selected
- ☐ Provide instructions or guidance to the user
- ☐ Specify the type of data allowed in the cell
- ☒ Prevent invalid data entry

37. Which of the following restrictions is a type available in the Excel Data Validation rule?

0/1

ATTEMPTED

- ☐ Number of words allowed
- ☐ Whole numbers within limits

☒ Font color

☐ Font size

38. How can you create a data validation rule to allow only numeric entries in a cell? 1/1 ATTEMPTED

- ☒ Select the cell, go to Data Validation, and choose 'Whole Number' as the validation criteria.
- ☐ Select the cell, go to Data Validation, and choose 'Text Length' as the validation criteria.
- ☐ Select the cell, go to Data Validation, and choose 'Decimal' as the validation criteria.
- ☐ Select the cell, go to Data Validation, and choose 'Custom' as the validation criteria.

39. drop down list is applicable on how many rows 0/1 ATTEMPTED

- ☐ only one row
- ☒ two rows
- ☐ three rows
- ☐ four rows

40. What is the purpose of data validation in Excel? 1/1 ATTEMPTED

- ☐ To automatically format cells based on specific criteria.
- ☒ To restrict the type of data users can enter into cells.
- ☐ To create custom functions for calculations.

☐

To highlight errors in formulas.

41.

Under which tab and in which function group will you find the option to insert a Pivot Table?

1/1

ATTEMPTED

- ☒ Under the Insert tab in the Tables group
- ☐ Under the Formulas tab in the Data Analysis group
- ☐ In the Data group in the Pivot Tables group
- ☐ In the Data group in the Tables group

42.

What is the purpose of the -/+ buttons that appear across the categories on a PivotTable?

0/1

ATTEMPTED

- ☒ Decrease/Increase
- ☐ Collapse/Expand
- ☐ Reduce/Add
- ☐ Subtract/Add

43.

In order to directly report the data, what must a PivotChart always be associated with?

0/1

ATTEMPTED

- ☐ Table
- ☐ Range
- ☐ PivotTable

44. What is the purpose of dragging fields into the "Values" area of a PivotTable?

1/1

ATTEMPTED

- ☐ To filter the data.
- ☐ To group the data into categories.
- ☒ To display aggregated data such as sums or averages.
- ☐ To change the layout of the PivotTable.

45. How can you filter data in a PivotTable?

0/1

ATTEMPTED

- ☐ By using the filter drop-down arrows in the PivotTable.
- ☐ By applying conditional formatting.
- ☒ By using the "Sort & Filter" options in the "Data" tab.
- ☐ By manually deleting rows from the data source.

46. Which of the following best describes a PivotChart in Excel?

ATTEMPTED

0/1

- ☒ A static chart linked to a specific data range.
- ☐ An interactive chart that is directly linked to a PivotTable and reflects changes dynamically.
- ☐ A chart that only displays data trends without interaction.

- ☐ A chart used solely for formatting and styling.

47.

What graphically represents trends in plotted data and predicts future values?

- ☐ Sparkline
- ☒ Trendline
- ☐ Chartline
- ☐ Error bar

1/1

ATTEMPTED

48.

The lines that run across the plot area are known as _____

- ☐ Sparklines
- ☐ Slice
- ☐ Cross lines
- ☒ Gridlines

1/1

ATTEMPTED

49.

Which chart is used to show trends in data at equal intervals, such as days, months, quarters or years?

- ☐ Column Chart
- ☒ Line Chart
- ☐ Bar Chart

1/1

ATTEMPTED

☐ Pie Chart

50.

A scatter plot with dot size based on a third variable is called a

☐ Square Chart

0/1

ATTEMPTED

☐ Ball Chart

☐ Bubble Chart

☒ Dot Chart