

Excel-Modular Assessment

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32/50 (64%)

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?

- The changes Lucy made to "Sept 2014" will be reflected in the new workbook, "Sept_2014_New" only 0/1
- 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"

ATTEMPTED

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, criterial, criteria_range2, criteria2))
- COUNTIFs=(criteria_range, criterial, criteria_range2, criteria2)
- =COUNTIFs(criteria_range, criterial, 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?

- 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

1/1

ATTEMPTED

42.

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

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

0/1

ATTEMPTED

43.

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

- Table
- Range
- PivotTable

0/1

ATTEMPTED

- Worksheet

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

1/1

ATTEMPTED

- Trendline

- Chartline

- Error bar

48.

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

- Sparklines

1/1

ATTEMPTED

- Slice

- Cross lines

- Gridlines

49.

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

- Column Chart

1/1

ATTEMPTED

- Line Chart

- Bar Chart

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