Excel Final Assessment

ITE MARKS (/PACKAGE-COST-DETAILS/REGENERATE-MARKS?STUDENTID=20453&ASSESSMENTID=177156)

Score Obtained: 42/50 (84%)

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Which of the following shows the address of the current selection or active cell in MS-Excel?

1/1   ATTEMPTED

- ○ Formula bar

- ○ Row header

- ◉ Name Box

- ○ None of these

2.

Which statement is correct when it comes to inputting dates in Excel?

1/1   ATTEMPTED

- ○ Month always comes first

- ○ Days always comes first

- ◉ Whether you type in the month or day first depends on your regional settings

- ○ Years always comes first

3.

Which of the following is not a box in the PivotTable Fields List?

○ Column Labels

○ Report Filter

⦿ Formulas

○ Values

4.
What is a Pivot Table?

○ A table containing data that is organized horizontally

○ A table used to calculate financial pivot values

○ A table containing only black, grey and white formatting

⦿ A tool used to summarize data

5.
How do you remove an item from a Pivot Table?

○ Drag it back from the Pivot fields into the field well

○ Right click the item in the field list and select Remove

○ Delete it from the source data, and then refresh the Pivot Table

○ Both A and B

6.
To change the data source we will need to go to the Pivot Table Analyze tab and select

○ Get new data   1/1   ATTEMPTED

◉ Change data source

○ Update data source

○ None of the above

7. Formulas in Excel are made up of ___

ATTEMPTED

1/1

◉ Arithmetical operators and functions

○ Only arithmetic operators

○ Only symbols

○ Only functions

8. Which bar show the used formula of selected active cell?

1/1   ATTEMPTED

◉ Formula bar

○ ribbon

○ scroll bar

○ menu bar

9. 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

10. What is the default position of a new column added to an Excel table?

0/1   ATTEMPTED

○ To the left of the selected column

● To the right of the selected column

○ At the beginning of the table

○ At the end of the table

11. What is conditional formatting in Excel used for?

1/1   ATTEMPTED

○ Adding color to cells for aesthetic purposes

● Automatically formatting cells based on specified criteria

○ Locking cells to prevent editing

○ Converting text to numbers

12. Which of the following is NOT a type of conditional formatting rule in Excel?

1/1   ATTEMPTED

○ Highlight Cell Rules

○ Data Bar

○ Scale

◉ Summarize

13. What does the "Format Style" option in conditional formatting allow you to do?

0/1   ATTEMPTED

○ Choose from pre-defined formatting styles

○ Create custom formatting styles

○ Adjust the font size and style

○ Apply conditional formatting to the entire workbook

14. 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

15. What does the NOT function do in Excel?

0/1   ATTEMPTED

○ Returns TRUE if the argument is FALSE, and vice versa

○ Returns the inverse of a logical value

○ Returns TRUE if all arguments are TRUE

○ Returns TRUE if any of the arguments are TRUE

16. Which Excel function is used to return a reference specified by a text string?

1/1 ATTEMPTED

○ VLOOKUP

○ HLOOKUP

○ INDEX

◉ INDIRECT

17. 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

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

1/1 ATTEMPTED

○ Stop

○ Warning

○ Information

○ Correction

19. Which Excel feature allows you to create a drop-down list of predefined values in a cell?

1/1   ATTEMPTED

○ Data Filter

○ Conditional Formatting

◉ Data Validation

○ PivotTable

20. What does a Data Table in Excel allow you to do?

1/1   ATTEMPTED

○ Analyze trends and patterns in large datasets

○ Create multiple versions of a worksheet with different data sets

◉ Compare the results of different sets of input values in a formula

○ Generate random data for testing purposes

21. How does Goal Seek work in Excel?

1/1   ATTEMPTED

○ It calculates multiple possible outcomes based on different scenarios

◉ It calculates the result required to achieve a specific goal in a formula

○ It creates a summary report of data trends and patterns

○ It analyzes historical data to predict future trends

22. What is a macro in Excel?

1/1

○ A type of chart

○ A pre-designed template

◉ A series of recorded actions that automate tasks

○ A built-in function for statistical analysis

23. What does VBA stand for in the context of Excel?

1/1

○ Visual Basic Application

○ Visual Basic Array

○ Visual Basic Automation

◉ Visual Basic for Applications

24. Which of the following is NOT a way to run a macro in Excel?

1/1

○ Using a keyboard shortcut

○ Clicking on a button assigned to the macro

○ Running it automatically when a worksheet is opened

◉ Typing the macro code directly into a cell

25. What is the next step after selecting an add-in in Excel?

1/1

○ Clicking on "OK" to confirm the selection

○ Clicking on "Install" or "Add" to enable the add-in

○ Clicking on "Cancel" to exit the add-ins menu

○ Clicking on "Save" to save the selected add-in to your account

26. 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

27. 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

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

1/1   ATTEMPTED

● and

○ or

○ not

○ xnor

29. Which Excel feature is used to highlight cells that meet specific criteria?

1/1 ATTEMPTED

◉ Conditional Formatting

○ Data Validation

○ Sorting

○ Filtering

30. Which conditional formatting rule changes the cell background color based on a specific value?

0/1 ATTEMPTED

○ data bars

○ icon sets

○ color scales

◉ highlight cell rules

31. What is the keyboard shortcut for copying a cell's formatting?

ATTEMPTED

0/1

○ Ctrl+C

○ Ctrl+V

○ Ctrl+Shift+C

○ Both A and C

32. What is a conditional formatting rule used for in Excel? 1/1 ATTEMPTED

○ To create borders around specific cells.

⊙ To format cells automatically based on certain conditions.

○ To insert comments for specific cells.

○ To define data validation criteria.

33. What is the MATCH function used for in Excel? 1/1 ATTEMPTED

○ To calculate the average of a specific range.

⊙ To find the corresponding position of a value within a range based on certain criteria.

○ To replace all occurrences of a specific text string with another.

○ To check if a cell value meets a certain condition.

34. What does the term "Array Formula" mean in Excel? 0/1 ATTEMPTED

● A formula that returns an array of values

○ A formula entered into multiple cells simultaneously

○ A formula that performs operations on an entire range of cells

○ A formula that uses the ARRAY function

35. what is array

ATTEMPTED

- ○ row values

- ○ column values

- ● row or column values

- ○ none of above

36. What does the SUMIF() function do?

1/1 ATTEMPTED

- ○ It sums a range based on multiple conditions.

- ● It sums a range of cells based on a single condition.

- ○ It calculates the average of a range based on a condition.

- ○ It counts the number of cells that meet a condition.

37. Which function can be used to return the current date in Excel?

1/1 ATTEMPTED

- ○ now()

- ○ date()

- ● today()

- ○ time()

38. What is the purpose of using named ranges when working with multiple sheets in Excel?

1/1 ATTEMPTED

○ To create a label for each sheet.

◉ To simplify the formula and make it easier to understand.

○ To apply a format to cells across multiple sheets.

○ To combine data from multiple sheets into one.

39. How would you sum the same cell (B2) from multiple sheets named "Q1", "Q2", and "Q3"?

1/1 ATTEMPTED

○ =SUM(Q1:Q3!B2)

◉ =SUM(Q1!B2, Q2!B2, Q3!B2)

○ =Q1:Q3!B2

○ =SUM(B2!Q1:Q3)

40. 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

41. What is the primary benefit of using named ranges in Excel?

- ○ They enhance the visual formatting of cells.

- ● They simplify cell references and make formulas easier to understand.

- ○ They increase the calculation speed of Excel formulas.

- ○ They automatically adjust cell sizes.

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

- ○ 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.

43. What is the result of deleting a named range from the "Name Manager"?

- ● The named range is removed from the workbook, and any formulas using it will display an error.

- ○ The named range is temporarily hidden but remains in the workbook.

- ○ The named range is converted into a normal cell reference.

- ○ The named range is copied to the clipboard for future use.

44. How can you quickly add a new row to an Excel Table?

○ Click on the last cell in the table and press Enter.

◉ Right-click on any cell in the table and select "Insert Row."

○ Type directly below the table and press Enter.

○ Use the "Table Tools" tab and select "Add Row."

45. What feature does Excel Table provide for managing large datasets?

1/1   ATTEMPTED

○ Automatic data validation.

○ In-built data encryption.

◉ Automatic expansion of formulas to new rows.

○ Automatic creation of charts.

46. What happens when you use a structured reference in an Excel Table formula?

1/1   ATTEMPTED

○ The formula references cells using traditional A1 notation.

◉ The formula automatically adjusts to include new rows added to the table.

○ The formula locks the cell references to the current range.

○ The formula references data in the sheet without considering table structure.

47. How do you apply a filter to data in an Excel Table?

1/1   ATTEMPTED

○ Select the table and click the "Sort & Filter" button on the Home tab.

○ Right-click any cell in the table and select "Apply Filter."

○ Use the filter drop-downs in the header row of the table.

○ Use the "Data" tab and select "Filter."

48. 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."

49. What happens when you apply a slicer to a PivotTable?

1/1   ATTEMPTED

○ It formats the data in the PivotTable.

◉ It provides an additional filter interface to interactively filter the PivotTable data.

○ It creates a static chart based on the PivotTable data.

○ It automatically sorts the PivotTable data.

50. Which tool in Excel's What-If Analysis is best suited for solving optimization problems with constraints?

1/1   ATTEMPTED

○ Scenario Manager

○ Goal Seek

○ Data Table

○ Solver