Excel Practice

1. What function is used to sum a range of cells in Excel?

a) AVG

b) MAX

c) SUM

d) MIN

2. Which symbol is used to denote absolute cell reference in Excel formulas?

a) $

b) %

c) @

d) &

3. Which Excel feature allows you to visually represent data using charts and graphs?

a) PivotTables

b) Conditional Formatting

c) Sparklines

d) Data Validation

4. What does the function COUNTA() do in Excel?

a) Counts the number of cells in a range that are not empty

b) Counts the number of cells in a range that contain numeric values

c) Counts the number of cells in a range that contain text

d) Counts the number of cells in a range that meet a specific condition

5. Which of the following is not a valid Excel data type?

a) Number

b) Text

c) Date/Time

d) Image

6. What is the keyboard shortcut to open the "Format Cells" dialog box in Excel?

a) Ctrl + F

b) Alt + F4

c) Ctrl + 1

d) Shift + F10

7. Which function is used to find the largest value in a range in Excel?

a) MAX

b) MIN

c) LARGE

d) MAXIMUM

8. Which Excel feature is used to automate frequently performed tasks by recording a series of actions?

a) Solver

b) Scenario Manager

c) Macro Recorder

d) Goal Seek