| Which keyboard shortcut is used to apply 'Wrap Text' on the selected Text?  1. Ctrl + H + W  2. Alt + W + H  3. Alt + H + W  4. Alt + W |
| --- |
| What is the keyword shortcut to insert a new sheet in the current workbook in MS Excel?  1. Shift + F9  2. Shift + F10  3. Shift + F12  4. Shift + F11 |
| Microsoft Excel 2019 has column limit of \_\_\_\_\_\_\_\_\_\_  1. 13684  2. 16384  3. 18634  4. 84163 |
| How cells are named in ms excel?  1. using rename option  2. using name box  3. simply double click on sheet name  4. simply double click on cell and name it |
| Which symbol is used to denote absolute cell references in Excel?  1. $  2. #  3. %  4. & |
| Which function is used to capitalize the first letter of each word in a text string in Excel?  1. UPPER  2. LOWER  3. PROPER  4. TEXT |
| Which function is used to replace a specified character or text string in a text string in Excel?  1. REPLACE  2. SUBSTITUTE  3. CHANGE  4. UPDATE |
| Which function is used to find the largest value that is less than or equal to a specified value in a range of cells in Excel?  1. COUNTIF  2. SUMIF  3. MAXIF  4. MATCH |
| Which function is used to return the value of a cell at a specified row and column within a range in Excel?  1. MATCH  2. INDEX  3. VLOOKUP  4. HLOOKUP |
| Which function is used to calculate the number of days between two dates in Excel?  1. DATEDIF  2. DATEVALUE  3. DAY  4. YEAR |
| Which function is used to match multiple values and returns the first match?  1. IF()  2. IFS()  3. IIF()  4. Switch() |
| Which option is used for Creating Rules in Conditional formatting on Excel ?  1. new rule  2. clear rules  3. manage rules  4. all of these |
| Select the Relative Cell Reference  1. $A$7  2. A7  3. A  4. 7 |
| Which of the following represent the three sections of Data Validation found within the Data Validation dialogue box?  1. Dates & Times, Numbers and Text  2. Settings, Input Message, Error Alert  3. Data, Data Criteria, Data Correction  4. Rows, Cells and Columns |
| What dialog box allows you to change a field name in a PivotTable?  1. Row Options  2. Column Pane  3. Field Settings  4. Data Validation |
| Which would you choose to create a BAR diagram?  1. Edit, Chart  2. Home, Chart  3. Insert, Chart  4. Format, Chart |
| Which statement best describes an Excel What-If Analysis Goal Seeking?  1. Allows you to define output results and then shows what input values are needed to generate that result  2. Allows you to investigate how changes to one or two input variables in a formula changes output results  3. Allows you to define input variables in various situations. The output result for each situation is show in a summary table.  4. None of these |
| Macros are "run" or executed from the..... Menu.  1. insert  2. home  3. developer  4. help |

|  | Columns D, E, and F are hidden in your worksheet. What is one way to unhide these columns?  1. Select column G, then right-click and select Unhide.  2. Select column C, then right-click and select Unhide.  3. On the Page Layout tab, in the Rows and Columns section, select Unhide.  4. Double click on columns C and drag right to see hidden column | Medium |
| --- | --- | --- |
|  | When using Goal Seek, you can find a target result by varying \_ at most.  1. Three inputs  2. Two inputs  3. Four inputs  4. One input | High |
|  | What is the row limit of MS Excel 2019?  1. 4,81,0576  2. 1,048,576  3. 1,57,648  4. 1,63, 84 | Medium |
|  | The intersection of a column and a row in a worksheet is called\_\_\_\_  1. Column  2. Address  3. Value  4. Cell | Medium |
|  | \_\_\_\_ is not a function in Excel.  1. SUM  2. MIN  3. SUBTRACT  4. MAX | Medium |
|  | \_\_\_\_ is not a function in Excel.  1. SUM  2. MIN  3. SUBTRACT  4. MAX | Medium |
|  | Why is the =COUNTIF function in Excel used?  1. Counts cells as specified  2. Counts blank cells in a range  3. Counts cells with numbers in a range  4. Returns values based on a TRUE or FALSE condition | Medium |
|  | In Microsoft Excel cells, function must start with \_\_\_\_\_\_\_\_  1. $  2. =  3. ' '  4. F | Low |
|  | \_\_\_\_\_\_\_\_\_function in MS Excel worksheet represents the total number(s) of entries in the cell(s).  1. SUM  2. AVG  3. COUNT  4. TOTAL | Low |
|  | In MS Excel spreadsheet, Data can be sorted using \_\_\_\_\_\_\_\_.  1. Sort function  2. ARRAY function  3. Lookup function  4. Operator function | Low |
|  | The difference between the SEARCH and FIND function is -  1. The FIND function is case sensitive and the SEARCH function is case insensitive  2. The SEARCH function is case sensitive and the FIND function is not.  3. There is no difference between them, only for compatibility, both are listed.  4. None of these. | Medium |
|  | What is the function to look up a value in a table in Excel?  1. =VLOOKUP(lookup value, table array , column index)  2. =HLOOKUP(value, table, Column)  3. =LOOKUP(value, table, Column)  4. =FIND(value, table) | High |
|  | What is the function of the IFERROR function in Excel?  1. It returns a value if a cell contains an error  2. It hides errors in a cell  3. It replaces standard errors in a cell with a specified value  4. It displays a custom error message in a cell | Medium |
|  | How do you create a named range in a worksheet?  1. Select the cells and go to Insert > Name > Define  2. Select the cells and go to Formulas > Defined Names > Name Manager  3. Select the cells and go to Data > Name > Define  4. Select the cells and go to Home > Name > Define | Medium |
|  | Which of the following is NOT a type of data validation rule?  1. Whole number  2. Date  3. Custom  4. None of the above | Medium |
|  | Which of the following is NOT a type of formula in Excel?  1. Logical formula  2. Text formula  3. Array formula  4. Graph formula | Low |
|  | Microsoft Excel was first time launched in \_\_\_\_\_\_ by the Microsoft Corporation  1. 1985  2. 1991  3. 1995  4. 1998 | Low |
|  | \_\_\_\_\_\_\_\_\_function in MS Excel worksheet represents the total number(s) of entries in the cell(s).  1. SUM  2. AVG  3. COUNT  4. TOTAL | Low |
|  | \_\_\_\_\_\_\_\_\_function in MS Excel worksheet represents the total number(s) of entries in the cell(s).  1. SUM  2. AVG  3. COUNT  4. TOTAL | Low |
|  | In MS Excel\_\_\_\_\_\_\_\_\_feature makes it easier to add repetitive data to a worksheet  1. Autosum  2. Sort  3. Filter  4. Fill Handle |  |

| What does the VLOOKUP function in Excel do?  1. Searches for a value in a specified column of a table and returns a value in the same row from the last column.  2. Searches for a value in the last column of a table and returns a value in the same row from a specified column.  3. Searches for a value in a specified column of a table and returns a value in the same row from the second column.  4. Search for a value in the first column of a table range and return a corresponding value from another column in the same row | High |
| --- | --- |
|  | In Excel, which functions are used to find the average of the top 5 values in a range?  1. AVERAGEIF,AVERAGE  2. MAX,AVERAGEIF  3. LARGE,AVERAGE  4. AVERAGE,MAX |
|  | How can you create a drop-down list in Excel?  1. Use the "Conditional Formatting" feature and choose "Drop-down List" as the format style.  2. Use the "Data Analysis" tool and select "Drop-down List" as the data type.  3. Use the "Data Validation" feature and select "List" as the validation criteria.  4. Use the "PivotTable" feature and choose "Drop-down List" as the aggregation method. |
|  | What is the result of the following formula in Excel? =INDEX(A1:C5, 3, 2)  1. The value in cell B3  2. The value in cell C2  3. The value in cell C3  4. The value in cell B2 |
|  | In Excel, which function is used to find the factorial of a number?  1. FACTORIAL  2. FACT  3. COMBIN  4. PERMUT |
|  | How do you select an entire column?  1. Select Edit > Select > Column from the menu  2. Click the column heading letter  3. Hold down the shift key as you click anywhere in the column  4. Hold down the Ctrl key as you click anywhere in the column |
|  | When a label is too long to fit within a worksheet cell, you typically must  1. Shorten the label  2. Increase the column width  3. Decrease the column width  4. Adjust the row height |
|  | The Paste Special command lets you copy and paste:  1. All of these options are possible  2. Cell comments  3. Formatting options  4. The resulting values of a formula instead of the actual formula |
|  | Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?  1. Press Ctrl +Home  2. Press Home  3. Press Shift + Home  4. Press Alt + Home |
|  | Which of the following is Not one of Excel's what-if function?  1. Goal seek  2. Solver  3. Scenario manager  4. Auto Outline |
|  | What is the primary function of the "File" menu in Excel?  1. Create new worksheets  2. Save and open files  3. Format cell data  4. Insert charts |
|  | What is a cell reference in Microsoft Excel?  1. A unique identifier for a worksheet  2. The name of a specific cell  3. A mathematical formula  4. A way to identify and locate a specific cell in a worksheet |
|  | In Excel, what does the "Format Painter" tool allow you to do?  1. Apply currency formats to cells  2. Copy cell contents and paste them elsewhere  3. Create custom number formats  4. Duplicate cell formatting to other cells or ranges |
|  | What does the "Subtotal" feature in Excel allow you to do?  1. Summarize data based on specified criteria  2. Calculate the average of a selected range  3. Apply conditional formatting to cells  4. Sort data in ascending order |
|  | Which Excel feature allows you to visualize data using graphical representations such as columns, bars, and pie charts?  1. PivotTable  2. Data Validation  3. Sparklines  4. Subtotal |
|  | What Excel feature allows you to project future data points based on historical data?  1. PivotTable  2. Chart Templates  3. Forecast Sheet  4. Sparklines |
|  | Which ribbon in Excel provides options for formatting text, cell alignment, and fill colors?  1. Home  2. Insert  3. Page Layout  4. Data |
|  | How can you sort data in Excel in multiple levels based on different columns?  1. Use the "Sort" button in the Home tab  2. Apply the "Custom Sort" option from the Data tab  3. Right-click on a column header and select "Sort"  4. Drag and drop column headers to arrange them in the desired order |
|  | In Excel, what is the primary purpose of a PivotTable?  1. To create a table of contents for a workbook  2. To perform advanced calculations on data  3. To summarize and analyze data from a large dataset  4. To generate random numbers |
|  | What is the primary purpose of a "Trendline" in an Excel chart?  1. To display the current data point  2. To show the overall trend or pattern in the data  3. To add text labels to data points  4. To create a pie chart |