Microsoft Excel

Getting started with Excel 2016

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1. An Excel worksheet is made up of individual cells, each of which has a unique

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a. column.

b. **reference.**

c. row.

d. none of these.

2. By default text is aligned within a cell to the ----------, while numbers are aligned within the cell to the ----------

a. right, left.

b. right, right.

c. **left, right**

d. left,left.

3. Where Autosum button is located?

a. displayed towards the left end of the ribbon.

b. displayed towards the bottom end of the ribbon.

c. displayed towards the up end of the ribbon.

d. **displayed towards the right end of the ribbon.**

4. From where we can format the date on a cell?

a. Font cells.

b. **Format cells.**

c. Design cells.

d. Insert cells.

5. By default, each new workbook contains how many worksheet?

a. **a single worksheet.**

b. double worksheet.

c. triple worksheet.

d. none of these.

6. Keyboard shortcut to open an existing file is?

a. Ctrl+C.

b. **Ctrl+O.**

c. Ctrl+X.

d. Ctrl+P.

7. Keyboard shortcut to switch between open programs is?

a. Alt+Shift.

b. Alt+Ctrl+Delete.

c. **Alt+Tab.**

d. Alt+Ctrl.

8. If you want to email a copy of an Excel 2016 workbook to someone that has an earlier version of Excel, such as Excel 2003 what you have to do?

a. you can send it in any format of Excel.

b. you must send in Excel 2016 format.

c. you must send in PDF format with protection.

d. you may need to save the file in the Excel 97-2003 Workbook file format

9. Can we save the excel new file in PDF format using "Save as"?

a. **Yes.**

b. No.

10. you can create new workbooks in the future based on the ----- you create.

a. Information.

b. **Templates**.

c. Data.

d. Algorithm.

11. If we save new file in excel in text file format what change will occur?

a. **It will also remove any pictures or other features such as tables.**

b. **Only plain text will be saved**.

c. It will contain both text and picture.

d. None of these.

12. ------- saves table data in a form that can be used by other programs?

a. Pivot table file.

b. Text file.

c. Spreadsheet file.

d. **CSV file**.

13. What is the abbreviation of CSV?

a. Common Separated Value.

b. Colon Separated Value.

c. **Comma Separated Value.**

d. Column Separated Value.