# K n o w l v e r s
*Knowledge based solution providers*

# Multiple-Choice Questions

(Maximum Marks: 100 / Time: 30 Min)

1. Comments put in cells are called .....

A. Smart Tip
B. Cell Tip
C. Web Tip
D. Soft Tip

2. Comments can be added to cells using .....

A. Edit -> Comments
B. Insert -> Comment
C. File -> Comments
D. View –> Comments

3. Which menu option can be used to split windows into two?

A. Format -> Window
B. View -> Window-> Split
C. Window -> Split
D. View –> Split

4. Getting data from a cell located in a different sheet is called....

A. Accessing
B. Referencing
C. Updating
D. Functioning

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

A. Number
B. Character
C. Label
D. Date/Time

6. Which elements of a worksheet can be protected from accidental modification?

A. Contents
B. Objects
C. Scenarios
D. All of the above

7. A numeric value can be treated as label value if …… precedes it.

A. Apostrophe (')
B. Exclamation (!)
C. Hash (#)
D. Tilde (~)

8. Concatenation of text can be done using

A. Apostrophe (')
B. Exclamation (!)
C. Hash (#)
D. Ampersand (&)

9. Which area in an Excel window allows entering values and formulas?

A. Title Bar
B. Menu Bar
C. Formula Bar
D. Standard Tool Bar

10. Multiple calculations can be made in a single formula using.....

A. Standard Formulas
B. Array Formula
C. Complex Formulas
D. Smart Formula

11. An Excel Workbook is a collection of .......

A. Workbooks
B. Worksheets
C. Charts
D. Worksheets and Charts

12. What do you mean by a Workspace?

| A. Group of Columns | B. Group of Worksheets | C. Group of Rows | D. Group of Workbooks |

13. MS-EXCEL is based on ……….?

| A. WINDOWS | B. DOS | C. UNIX | D. OS/2 |

14. In EXCEL, you can sum a large range of data by simply selecting a tool button called …..?

| A. AutoFill | B. Auto correct | C. Auto sum | D. Auto format |

15. To select an entire column in MS-EXCEL, press?

| A. CTRL + C | B. CTRL + Arrow key | C. CTRL + S | D. None of the above |

16. To return the remainder after a number is divided by a divisor in EXCEL we use the function?

| A. ROUND ( ) | B. FACT ( ) | C. MOD ( ) | D. DIV ( ) |

17. Which function is not available in the Consolidate dialog box?

| A. Pmt | B. Average | C. Max | D. Sum |

18. Which is not the function of "Edit, Clear" command?

| A. Delete contents | B. Delete notes | C. Delete cells | D. Delete formats |

19. Microsoft Excel is a powerful…………

| A. Word processing package | B. Spreadsheet package | C. Communication S/W Package | D. DBMS package |

20. How do you rearrange the data in ascending or descending order?

| A. Data, Sort | B. Data, Form | C. Data, Table | D. Data Subtotals |

21. Which Chart can be created in Excel?

| A. Area | B. Line | C. Pie | D. All of the above |

22. What will be the output if you format the cell containing 5436.8 as '#,##0.00'?

| A. 5430 | B. 5436.8 | C. 5436.8 | D. 6.8 |

23. How do you display current date and time in MS Excel?

| A. date () | B. Today () | C. now () | D. time () |

24. How do you display current date only in MS Excel?

| A. date () | B. Today () | C. now () | D. time () |

25. How do you wrap the text in a cell?

| A. Format, cells, font | B. Format, cells, protection | C. format, cells, number | D. Format, cells, alignment |

26. What does COUNTA () function do?

A. counts cells having alphabets

B. counts empty cells

C. counts cells having number

D. counts non-empty cells

27. What is the short cut key to highlight the entire column?

A. Ctrl+C

B. Ctrl+Enter

C. Ctrl+Page Up

D. Ctrl+Space Bar

28. In the formula, which symbol specifies the fixed columns or rows?

A. $

B. *

C. %

D. &

29. Excel displays the current cell address in the ……….

A. Formula bar

B. Status Bar

C. Name Box

D. Title Bar

30. What is the correct way to refer the cell A10 on sheet3 from sheet1?

A. sheet3!A10

B. sheet1!A10

C. Sheet3.A10

D. A10

31. Which language is used to create macros in Excel?

A. Visual Basic

B. C

C. Visual C++

D. Java

32. Which of the following is not a term of MS-Excel?

A. Cells

B. Rows

C. Columns

D. Document

33. How many worksheets can a workbook have?

A. 3

B. 8

C. 255

D. none of above

34. Which would you choose to create a bar diagram?

A. Edit, Chart

B. Insert, Chart

C. Tools, Chart

D. Format, Chart

35. Which setting you must modify to print a worksheet using letterhead?

A. Paper

B. Margin

C. Layout

D. Orientation

36. What do you call the chart that shows the proportions of how one or more data elements relate to another data element?

A. XY Chart

B. Line Chart

C. Pie Chart

D. Column Chart

37. The spelling dialog box can be involved by choosing spelling from _____ menu.

A. insert

B. file

C. tools

D. view

38. Which key do you press to check spelling?

A. F3

B. F5

C. F7

D. F9

39. To record a sequence of keystrokes and mouse actions to play back later we use:

A. Media player

B. Sound Recorder

C. Calculator

D. Macro Recorder

40. We can save and protect the workbook by

A. Write Reservation Password
B. Protection Password
C. Read-only Recommended
D. Any of the above

41. The first cell in EXCEL worksheet is labeled as

A. AA
B. A1
C. Aa
D. A0

42. What happens when dollar signs ($) are entered in a cell address? (ex. $B$2:$B$10)

A. An absolute cell address is created.
B. Cell address will change when it is copied to another cell.
C. The sheet tab is changed.
D. The status bar does not display the cell address.

43. What are the tabs that appear at the bottom of each workbook called?

A. Reference tabs
B. Position tabs
C. Location tabs
D. Sheet tabs

44. What is represented by the small, black square in the lower-right corner of an active cell or range?

A. Copy handle
B. Fill handle
C. Insert handle
D. Border

45. In Excel, a Data Series is defined as what?

A. A type of chart.
B. A cell reference.
C. A collection of related data
D. A division of results

46. In Excel, the Fill Color button on the Formatting toolbar is used for what?

A. To insert a background.
B. To add borders.
C. To select a distribution of figures.
D. To add shading or color to a cell range.

47. In help menu of Excel, which of the following tabs are found?

A. Contents tab
B. Answer Wizard tab
C. Index tab
D. All the above

48. A _____ is a grid with labeled columns and rows.

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar

49. The active cell:

A. is defined by a bold border around the cell.
B. Receives the data the user enters.
C. It is the formula bar.
D. Only A and B.

50. Which function is used to calculate depreciation, rates of return, future values and loan payment amounts?

A. Logical
B. Math & Trigonometry
C. Statistical
D. Financial

51. B7:B9 indicates:

A. Cells B7 and cell B9 only.
B. Cells B7 through B9.
C. Cell B8 only.
D. None of the above.

52. The Cancel and Enter buttons appear in the:

A.    Title bar              B.    Formula bar              C.    Menu bar              D.    Sheet tabs


53.  MS-EXCEL can be used to automate

A.    Financial statements,    B.    Transaction registers,    C.    Accounts receivable,    D.    Any of the above
Business forecasting        inventory control          accounts payable


54.  NOT, AND, OR and XOR are

A.    Logical Operators       B.    Arithmetic operators      C.    Relational operators     D.    None of the
                                                                                                     above


55.   In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a

A.    calendar              B.    photograph of rainfall    C.    chart showing rainfall    D.    database of
                                                              amounts                     rainfall


56.   You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be:

A.    word processing        B.    spreadsheet              C.    database              D.    graphics


57.   You are editing an worksheet that you had previously saved. If you want to save the edited sheet without losing the original one, which command should you use?

A.    New                  B.    Save As                  C.    Edit                  D.    Save


58.   If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?

A.    Re-format the         B.    Insert a row             C.    Increase the column      D.    Use the spacebar
spreadsheet


59.  In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in ……………

A.    ascending order        B.    descending order          C.    alphabetical order       D.    random order


60.  In order to perform a calculation in a spreadsheet, you need to use a:

A.    table                B.    formula                  C.    field                 D.    variable


61.  The box on the chart that contains the name of each individual record is called the _____.

A.    cell                 B.    title                   C.    axis                  D.    legend


62.  If you want all of the white cats grouped together in the database, you need to sort by _____.

A.    Color, then Gender     B.    Pet Type, then Color      C.    Pet Type, then Gender    D.    Color, then Pet
                                                                                                     Name


63.  You accidentally erased a record in the sheet. What command can be used to restore it immediately?


A.    Insert               B.    Copy                    C.    Undo                  D.    Replace

64. Where a row and a column meet, what do you call that?

A.    A cell
B.    A block
C.    A box
D.    None of the above

65. How do you tell one cell from another?

A.    By numbers
B.    By letters
C.    By its address
D.    by color

66. Give an example of a cell address.

A.    11 25
B.    911
C.    41A
D.    A21

67. Which is an example of a formula?

A.    =A1+A2
B.    =add(A1:A2)
C.    A1+A2
D.    SUM(A1:A2)

68. Which is an example of a function?

A.    =add(A3:A4)
B.    =A3+A4
C.    =SUM(A3:A4)
D.    A1+A2

69. What is the symbol for multiplying?

A.    >
B.    /
C.    !
D.    *

70. What is the symbol for dividing?

A.    /
B.    %
C.    &
D.    #

71. A function inside another function is called _____

A.    Nested function
B.    Round function
C.    Sum function
D.    Text function

72. Which of the following is not an underline option in the format cells dialog box?

A.    Double
B.    Single Accounting
C.    Double Accounting
D.    Single Engineering

73. Formulas in Excel start with

A.    %
B.    =
C.    +
D.    -

74. The default header for a worksheet is

A.    Username
B.    Date and Time
C.    Sheet tab Name
D.    None

75. Which of the following is not an option of the spelling dialog box?

A.    Ignore
B.    Ignore all
C.    Edit
D.    Change

76. Which of the following methods will not enter data in a cell?

A.    Pressing the Esc key
B.    Pressing an arrow key
C.    Pressing the tab key
D.    Clicking the enter button to the formula bar

77. The cell reference for cell range of G2 to M12 is _____
A. G2.M12      B. G2;M12      C. G2:M12      D. G2-M12

78. What is the keyboard shortcut for creating a chart from the selected cell range?
A. F2      B. F4      C. F8      D. F11

79. The Software which contains rows and columns is called _____
A. Database      B. Drawing      C. Spreadsheet      D. Word processing

80. You can group noncontiguous worksheets with
A. The alt+enter key      B. The ctrl key and mouse      C. The shift key and the mouse      D. The group button on the standard toolbar

81. What is the AutoComplete feature of Excel?
A. It automatically completes abbreviated words
B. It completes text entries that match an existing entry in the same column
C. It completes text and numeric entries that match an existing entry in the same column
D. It completes text entries that match an existing entry in the same worksheet

82. Which of the following is correct?
A. =AVERAGE(4, 5, 6, 7)      B. =AVERAGE(A3, C2, D2)      C. =AVERAGE(A3:A11, C2:C10)      D. =All of the above

83. Which of the following function will return a value of 8?
A. ROUNDUP(8.4999, 0)      B. ROUNDDOWN(8.4999, 0)      C. ROUND(8.4999, 0)      D. Only B and C

84. How to restrict to run a macro automatically when starting Microsoft Excel?
A. Hold down the SHIFT key during startup
B. Hold down the CTRL key during startup
C. Hold down the ESC key during startup
D. Hold down the ALT key during startup

85. How to remove the unwanted action from recorded macro without recording the whole macro again?

A. By using the Find and Edit Action Option
B. By clicking on the Refresh button in the Macro toolbar
C. By edit the macro in the Visual Basic Editor
D. Macro cannot be edited.

86. What should be added before a fraction to avoid entering it as a date?
1. //      2. FR      3. Zero      4. Zero Space

87. Which of the following function will use to find the highest number in a series of number?

A.  MAX(B1:B3)        B.  MAXIMUM (B1:B3)      C.  HIGH (B1:B3)         D.  HIGHEST(B1:B3)

88. What does the NOW() function return?

A.  It returns the serial number of the current date and time
B.  It returns the serial number of the current date
C.  It returns the serial number of the current time
D.  None of the above

89. What value will display if the formula = "$55.00?+5 is entered into a cell?

A.  60              B.  60              C.  "$55.00?+5          D.  60

90. What is the shortcut key to insert current date in a cell?

A.  CTRL + D         B.  CTRL + T         C.  CTRL + ;            D.  CTRL + /

91. Which of the following syntax is correct regarding to SUM function in Excel?

A.  =SUM (A3, C2)     B.  =SUM (A1:C9)     C.  =SUM (A3:A11, C2:C10)   D.  All of the above

92. What is the shortcut key to hide entire column?

A.  CTRL + -         B.  CTRL + 0         C.  CTRL + H            D.  CTRL + C

93. How to specify cell range from A9 to A99 in Excel?

A.  (A9, A99)        B.  (A9 to A99)      C.  (A9 : A99)          D.  (A9 – A99)

94. Selecting the Column G & H then choose Insert->Columns. What will happen?

A.  2 Columns will be inserted after Column F
B.  2 Columns will be inserted after Column G
C.  2 Columns will be inserted after Column H
D.  2 Columns will be inserted after Column I

95. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell.

A.  The Settings tab under the menu Format -> Cells
B.  The Settings tab under the menu Data -> Validation
C.  The Settings tab under the menu Data -> Filter -> Advanced Filter
D.  the Settings tab under the menu Format -> Conditional Formatting

96. Clear the contents by pressing "DELETE" key from a keyboard will clear

A.  Text Only        B.  Format Only      C.  Contents Only       D.  Both Contents
                                                                     and Format

97. Which of the following shortcuts can be used to insert a new line in the same cell?

A.  Enter            B.  Alt + Enter      C.  Ctrl + Enter        D.  Shift + Enter

98. What is the quickest way to select entire worksheet?
A. Choose Edit -> Select all from the Menu
B. Click on the first column, press Ctrl, and then click on the last column
C. Click on the first column, press Shift, and then click on the last column
D. Click on the rectangle box on the upper left corner where column headings and row headings meet

99. A smart tag will be removed from a cell when
A. the cell is moved
B. the cell is hidden
C. the data in the cell is changed or deleted
D. the formatting of the cell is changed

100. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?
A. Enclose the number is brackets
B. Place the character T before the number
C. Place the character TX before the number
D. Apply the Text format in the cell and type the numbers