

MICROSOFT EXCEL QUESTIONS

1. What is the default file extension for an Excel workbook?

- A) .xls
- B) .xlsx
- C) .csv
- D) .xl

2. Which function is used to sum numbers in Excel?

- A) SUM()
- B) ADD()
- C) TOTAL()
- D) SUMIF()

3. How can you change the width of a column in Excel?

- A) Right-click on the column header and select "Format Column"

- B) Double-click on the column border
- C) Press Ctrl + W
- D) Select the column, then go to the View tab

4. What is the shortcut key to open a new workbook in Excel?

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + P
- D) Ctrl + W

5. Which of the following is NOT a type of chart available in Excel?

- A) Bar Chart
- B) Line Chart
- C) Pie Chart
- D) Text Chart

6. What function would you use to find the average of a set of numbers in Excel?

- A) MEAN()

- B) AVG()
- C) AVERAGE()
- D) SUM()/COUNT()

7. Which Excel feature allows you to organize data by sorting it?

- A) Pivot Table
- B) Filter
- C) Conditional Formatting
- D) Sort

8. How can you freeze the top row in Excel?

- A) View → Freeze Panes → Freeze Top Row
- B) Home → Freeze Panes → Freeze Top Row
- C) View → Top Row → Freeze
- D) Data → Freeze Panes

9. Which function is used to find the highest value in a range of numbers?

- A) MAX()
- B) MIN()

- C) HIGH()
- D) RANGE()

10. Which of the following is the correct syntax for the IF function?

- A) IF(logical test, value if true, value if false)
- B) IF(value if true, logical test, value if false)
- C) IF(logical test, value if false, value if true)
- D) IF(value if true, value if false, logical test)

11. What does the CONCATENATE function do in Excel?

- A) Adds multiple cells together
- B) Combines text from multiple cells into one
- C) Counts the number of cells
- D) Checks if two strings are equal

12. Which of the following is the correct formula for finding the square root of a number in Excel?

- A) SQRT(number)
- B) ROOT(number)

- C) SQUARE(number)
- D) SQR(number)

13. Which of the following Excel functions returns the current date?

- A) NOW()
- B) TODAY()
- C) DATE()
- D) CURDATE()

14. How do you add a comment to a cell in Excel?

- A) Right-click the cell → Insert Comment
- B) Alt + C
- C) Home → Add Comment
- D) Data → Comment

15. What is a PivotTable used for in Excel?

- A) To display data in graphical form
- B) To summarize and analyze large sets of data
- C) To add comments to cells
- D) To calculate averages

16. How do you apply a cell border in Excel?

- A) Home → Borders
- B) Data → Cell Format
- C) View → Cell Borders
- D) Format → Borders

17. What does the VLOOKUP function do in Excel?

- A) Finds a value based on a vertical search
- B) Verifies if a value exists in a column
- C) Returns the last value in a range
- D) Vertically adds numbers in a column

18. Which of the following is the correct formula to calculate the percentage change between two numbers in Excel?

- A) $(\text{New Value} - \text{Old Value}) / \text{Old Value}$
- B) $(\text{Old Value} - \text{New Value}) / \text{New Value}$
- C) $(\text{Old Value} / \text{New Value}) * 100$
- D) $(\text{New Value} / \text{Old Value}) * 100$

19. What is the purpose of Excel's "Data Validation" feature?

- A) To protect a workbook from editing
- B) To format the data in a specific way
- C) To ensure data entered into cells meets certain criteria
- D) To remove duplicate data

20. Which of the following is used to quickly fill a series of numbers or dates in Excel?

- A) AutoFill
- B) Fill Handle
- C) Flash Fill
- D) Series Wizard