

# 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