MICROSOFT EXCEL ANSWER KEY

1. Default file extension for an Excel workbook:

- **Answer: B) .xlsx**
- **Explanation:**
  .xlsx is the default file extension for Excel workbooks in newer versions (Excel 2007 and beyond). It's part of the XML-based format that Excel introduced to improve file compatibility and efficiency. Older Excel versions used .xls, but .xlsx is now the standard.

2. Function used to sum numbers in Excel:

- **Answer: A) SUM()**
- **Explanation:**
  The SUM() function is used in Excel to add a range of numbers. It can be used with individual numbers, cell references, or ranges (e.g., =SUM(A1:A10) adds up all the values from cell A1 to A10).

3. How to change the width of a column in Excel:

- ## **Answer: B) Double-click on the column border**
- ## **Explanation:**
  When you place your cursor on the border between two columns (e.g., between columns A and B), it turns into a double-sided arrow. Double-clicking automatically adjusts the column width to fit the longest content in that column.

4. Shortcut key to open a new workbook in Excel:

- ## **Answer: A) Ctrl + N**
- ## **Explanation:**
  Ctrl + N is the standard shortcut in Excel for opening a new, blank workbook. Other common shortcuts include Ctrl + O to open an existing workbook and Ctrl + P to print.

5. Which is NOT a type of chart available in Excel:

- ## **Answer: D) Text Chart**
- ## **Explanation:**
  Excel provides many chart types, including Bar, Line, and Pie charts. However, "Text Chart" is not a

chart type in Excel. Excel charts are designed for numerical or categorical data, not text.

6. Function to find the average of numbers in Excel:

- **Answer: C) AVERAGE()**
- **Explanation:**
  The AVERAGE() function computes the arithmetic mean of a set of numbers. For example, =AVERAGE(A1:A10) will give you the average value of cells A1 to A10.

7. Excel feature to organize data by sorting:

- **Answer: D) Sort**
- **Explanation:**
  The "Sort" feature in Excel allows you to organize data in ascending or descending order based on the values in one or more columns. This is useful when you want to rank or arrange data in a structured manner.

8. How to freeze the top row in Excel:

- **Answer: A) View → Freeze Panes → Freeze Top Row**
- **Explanation:**
  To freeze the top row (so it stays visible as you scroll through the sheet), go to the **View** tab, then click **Freeze Panes**, and select **Freeze Top Row**. This is especially helpful in large datasets.

9. Function to find the highest value in a range of numbers:

- **Answer: A) MAX()**
- **Explanation:**
  The MAX() function returns the highest value in a specified range of numbers. For example, =MAX(A1:A10) will give you the highest number between cells A1 and A10.

10. Correct syntax for the IF function:

- **Answer: A) IF(logical test, value if true, value if false)**
- **Explanation:**
  The IF() function is a logical function that checks if a

condition is true or false. The syntax is =IF(logical test, value if true, value if false). For example, =IF(A1>10, "Yes", "No") will return "Yes" if A1 is greater than 10, and "No" otherwise.

11. What does the CONCATENATE function do in Excel:

- **Answer: B) Combines text from multiple cells into one**
- **Explanation:**
  The CONCATENATE() function (or the newer CONCAT() function) joins text from multiple cells into one. For example, =CONCATENATE(A1, " ", B1) will combine the text in cells A1 and B1 with a space between them.

12. Formula to find the square root of a number in Excel:

- **Answer: A) SQRT(number)**
- **Explanation:**
  The SQRT() function is used to calculate the square

root of a number. For example, =SQRT(16) will return 4.

13. Excel function that returns the current date:

- **Answer: B) TODAY()**
- **Explanation:**
  The TODAY() function returns the current date based on your computer's system date. It automatically updates every time the workbook is opened.

14. How to add a comment to a cell in Excel:

- **Answer: A) Right-click the cell → Insert Comment**
- **Explanation:**
  To add a comment to a cell, right-click the cell, select **Insert Comment** (or **New Note** in newer versions of Excel). A small text box will appear where you can type your comment.

15. Purpose of a PivotTable in Excel:

- **Answer: B) To summarize and analyze large sets of data**

- **Explanation:**
  PivotTables allow you to analyze large amounts of data by summarizing it into categories and aggregates (e.g., sums, averages). This is useful for creating reports and performing quick data analysis.

16. How to apply a cell border in Excel:

- **Answer: A) Home → Borders**
- **Explanation:**
  To apply borders to a cell, go to the **Home** tab and click the **Borders** button. You can choose from various border styles and apply them to selected cells.

17. What does the VLOOKUP function do in Excel:

- **Answer: A) Finds a value based on a vertical search**
- **Explanation:**
  VLOOKUP() is used to search for a value in the first column of a table and return a corresponding value from another column. For example,

=VLOOKUP("Apple", A2:B10, 2, FALSE) will search for "Apple" in column A and return the corresponding value from column B.

18. Correct formula to calculate percentage change between two numbers in Excel:

- **Answer: A) (New Value - Old Value) / Old Value**
- **Explanation:**
  The formula for calculating percentage change is (New Value - Old Value) / Old Value. This will give you the difference between the two values, expressed as a fraction of the old value.

19. Purpose of Excel's "Data Validation" feature:

- **Answer: C) To ensure data entered into cells meets certain criteria**
- **Explanation:**
  Data validation allows you to set rules for what data can be entered in a cell (e.g., numbers only, dates within a range). This helps ensure consistency and accuracy in your data.

20. Used to quickly fill a series of numbers or dates in Excel:

- **Answer: A) AutoFill**

- **Explanation:**
  AutoFill allows you to automatically fill a series of numbers, dates, or other patterns by dragging the fill handle (a small square at the bottom-right corner of a cell). For example, you can drag to fill a column with consecutive numbers or dates.