

1. Comments put in cells are called _____.

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

Ans: B

2. Comments can be added to cells using

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

Ans: B

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

Ans: C

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

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

Ans: B

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

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

Ans: B

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

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

Ans: D

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

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

Ans: A

8. Concatenation of text can be done using

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

Ans: D

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

Ans: C

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

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

Ans: B

11. An Excel Workbook is a collection of

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

Ans: D

12. What do you mean by a Workspace?

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

Ans: D

13. MS-EXCEL is based on?

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

Ans: A

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

Ans: C

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

Ans: D

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 ()

Ans: C

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

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

Ans: A

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

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

Ans: C

19. Microsoft Excel is a powerful _____.

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

Ans: B

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

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

Ans: A

21. Which Chart can be created in Excel?

- A. Area
- B. Line
- C. Pie

D. All of the above

Ans: D

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

A. 5,430.00

B. 5,436.80

C. 5,436.8

D. 6.8

Ans: B

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

A. date ()

B. Today ()

C. now ()

D. time ()

Ans: C

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

A. date ()

B. Today ()

C. now ()

D. time ()

Ans: B

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

Ans: D

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

Ans: D

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

Ans: D

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

A. \$

B. *

- C. %
- D. &

Ans: A

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

- A. Formula bar
- B. Status Bar
- C. Name Box
- D. Title Bar

Ans: C

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

Ans: A

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

- A. Visual Basic
- B. C
- C. Visual C++
- D. Java

Ans: A

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

- A. Cells
- B. Rows
- C. Columns
- D. Document

Ans: D

33. How many worksheets can a workbook have?

- A. 3
- B. 8
- C. 255
- D. none of above

Ans: D

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

- A. Edit, Chart
- B. Insert, Chart
- C. Tools, Chart
- D. Format, Chart

Ans: B

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

- A. Paper

- B. Margin
- C. Layout
- D. Orientation

Ans: B

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

Ans: C

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

- A. insert
- B. file
- C. tools
- D. view

Ans: C

38. Which key do you press to check spelling?

- A. F3
- B. F5
- C. F7
- D. F9

Ans: C

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

Ans: D

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

Ans: D

41. The first cell in EXCEL worksheet is labeled as

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

Ans: B

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.

Ans: A

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

Ans: D

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

Ans: B

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

Ans: C

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.

Ans: D

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 of the above.

Ans: D

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

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

Ans: B

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.

Ans: D

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

Ans: D

51. A function inside another function is called _____.

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

Ans: A

52. 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

Ans: D

53. Formulas in Excel start with _____.

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

Ans: B

54. The default header for a worksheet is _____.

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

Ans: D

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

- A. Ignore
- B. Ignore all

- C. Edit
- D. Change

Ans: C

56. 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

Ans: A

57. The cell reference for cell range of G2 to M12 is _____.

- A. G2.M12
- B. G2;M12
- C. G2:M12
- D. G2-M12

Ans: C

58. What is the keyboard shortcut for creating a chart from the selected cell range?

- A. F2
- B. F4
- C. F8
- D. F11

Ans: D

59. The Software which contains rows and columns is called _____.

- A. Database
- B. Drawing
- C. Spreadsheet
- D. Word processing

Ans: C

60. 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

Ans: B

61. 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

Ans: B

62. Which of the following is correct?

- A. =AVERAGE(4, 5, 6, 7)

- B. =AVERAGE(A1, B1, C1)
- C. =AVERAGE(A1:A9, B1:B9)
- D. =All of the above

Ans: D

63. 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

Ans: D

64. 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

Ans: A

65. 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.

Ans: C

66. What should be add before a fraction to avoid entering it as a date?

- A. //
- B. FR
- C. Zero
- D. Zero Space

Ans: D

67. 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)

Ans: A

68. 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

Ans: D

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

- A. \$60
- B. 60
- C. \$55.00+5
- D. \$60.00

Ans: B

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

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

Ans: C

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

- A. =SUM (A1, B1)
- B. =SUM (A1:B9)
- C. =SUM (A1:A9, B1:B9)
- D. All of the above

Ans: D

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

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

Ans: B

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

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

Ans: C

74. Selecting the Column G & H then choose InsertColumns. 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

Ans: A

75. 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

Ans: B

76. 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

Ans: C

77. 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

Ans: B

78. 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

Ans: D

79. 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

Ans: C

80. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?

- A. Enclose the number in 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

Ans: D

81. Which of the following is correct syntax in Excel?

- A. =IF(LogicalTest, TrueResult, FalseResult)
- B. =IF(LogicalTest, (TrueResult, FalseResult))
- C. =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- D. =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

Ans: A

82. Which of the following is correct?

- A. =POWER(2^3)
- B. =POWER(2,3)
- C. =POWER(2#3)

D. =POWER(2*3)

Ans: B

83. Selecting the Rows 5 & 6 then choose Insert->Row. What will happen?

- A. 2 Rows will be inserted after Row 4
- B. 2 Rows will be inserted after Row 5
- C. 2 Rows will be inserted after Row 6
- D. 2 Rows will be inserted after Row 7

Ans: A

84. If 4/6 entered in a cell without applying any formats, Excel will treat this as

- A. Fraction
- B. Number
- C. Text
- D. Date

Ans: D

85. If the values in A1 is "atoz" and B1 is "iq", which function will return "atoz@iq" in cell C1?

- A. =A1 + "@" + B1
- B. =A1 # "@" # B1
- C. =A1 & "@" & B1
- D. =A1 \$ "@" \$ B1

Ans: C

86. How to fit long texts in a single cell with multiple lines?

- A. Start typing in the cell and press the Enter key to start another line
- B. Use the Wrap Text option in the Format -> Alignment menu
- C. Use the Shrink to Fit option in the Format -> Cells -> Alignment menu
- D. All of above

Ans: B

87. If particular workbook have to open each time Excel started, where that workbook should be placed?

- A. AUTOEXEC Folder
- B. AUTOSTART Folder
- C. EXCELSTART Folder
- D. XLSTART Folder

Ans: D

88. If the cell B1 contains the formula = \$A\$1, which of the following statements is true

- A. There is a relative reference to cell A1
- B. There is an absolute reference to cell A1
- C. Further changes in value of A1 will not affect the value of B1
- D. Further changes in value of B1 will affect the value of A1

Ans: B

89. Worksheet can be renamed by

- A. Adding ? symbol at the end of filename while saving workbook

- B. Click on Worksheet tab by Holding CTRL Key and type new name
- C. Double Click on the Worksheet tab and type new name
- D. Worksheet cannot renamed

Ans: C

90. What is the shortcut key to hide entire row?

- A. CTRL + H
- B. CTRL + R
- C. CTRL + 9
- D. CTRL + -

Ans: C

91. What is the shortcut key to insert a new comment in a cell?

- A. F2
- B. Alt + F2
- C. Ctrl + F2
- D. Shift + F2

Ans: D

92. Which option allows you to Bold all the negative values within the selected cell range:

- A. Zero Formatting
- B. Conditional Formatting
- C. Compare Formatting
- D. Negative Formatting

Ans: B

93. What is the shortcut key to insert new sheet in current workbook?

- A. F11
- B. Alt + F11
- C. Ctrl + F11
- D. Shift + F11

Ans: D

94. Which one is the last column header in Excel 2007?

- A. XFD
- B. XFX
- C. XFL
- D. XFT

Ans: A

95. In maximum, how many sheets can be set as default while creating new workbook?

- A. 254
- B. 255
- C. 256
- D. No Limit

Ans: B

96. New Comment option can be found under _____ tab.

- A. Insert
- B. Data
- C. Review
- D. View

Ans: C

97. In Excel, by default Numeric Values appears in

- A. Left aligned
- B. Right aligned
- C. Center aligned
- D. Justify aligned

Ans: B

98. To show/hide the grid lines in Microsoft Excel 2007

- A. Page Layout -> Grid lines -> View
- B. Insert -> Grid lines -> View
- C. View -> Grid lines -> View
- D. Edit -> Grid lines -> View

Ans: A

99. What will be the result if you type =A1=B1 in cell C1?

- A. Yes or No
- B. True or False
- C. Value of A1
- D. Value of B1

Ans: B

100. In Excel _____ may not contain in Formula

- A. Text Constant
- B. Number Constant
- C. Circular Reference
- D. All of them

Ans: C