

MS-Excel Objective Questions (MCQ) with Solutions and Explanations - Set 1

[Multiple Choice Questions \(MCQs\)](#) - [Multiple Choice Questions from MS-Excel](#)



MCQ Set 1:- MS-Excel - A set of Objective Questions or Multiple Choice Questions (MCQs) suitable for Computer Jobs Exam such as computer operator conducted by Public Service Commission (PSC) - LokSewaAyog.

MS-Excel is a popular spreadsheet calculation application developed by Microsoft Inc.

1. All formula in Excel start with

- a. %
- b. +
- c. =
- d. -

Correct Answer: c

2. You can use a function to combine text from two cells into one cell. But you can use an operator to do the same thing. Which operator is that?

- a. & (ampersand)
- b. = (equal sign)
- c. (space)
- d. All of the above

Correct Answer: a

3. Two common wildcard characters that Excel recognizes are

- a. * and ?
- b. < and >
- c. ^ and /
- d. + and -

Correct Answer: a

4. The divide symbol is

- a. /
- b. D
- c. \
- d.)

Correct Answer: a

5. The multiplication arithmetic operator is represented by which of the following symbols?

- a. ^
- b. *
- c. /
- d. X

Correct Answer: b

6. To add two cells (A1 and A2) together you use the following formula

- a. =A1 + A2
- b. =Add(A1+A2)
- c. =together(A1:A2)
- d. A1 plus A2

Correct Answer: a

7. To make a number in cell C1 10% smaller than the number in C3 you enter

- a. =C3*1.10
- b. +C3*110
- c. =C3%10
- d. =C3*.90

Correct Answer: d

8. On an excel sheet the active cell is indicated by ...

- a. A dark wide border
- b. A dotted border
- c. A blinking border
- d. None of above

Correct Answer: a

9. On an Excel sheet the active cell is indicated by

- a. A dark wide border
- b. A dotted border
- c. A blinking border

d. None of above

Correct Answer: a

10. Using the F11 shortcut key to create a chart on chart sheet creates

- a. A default chart
- b. A 2-dimensional column chart
- c. A 2-dimensional bar chart
- d. A 3-dimensional line chart

Correct Answer: b

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11. You can print

- a. A range of cells by range name
- b. An entire worksheet
- c. A single worksheet
- d. All of the above

Correct Answer: d

12. You can create only a horizontal page break by first selecting

- a. A row below the row where you want the page break to occur
- b. A cell in row 1
- c. A cell in column A
- d. a and c

Correct Answer: d

13. You can create hyperlinks from the Excel workbook to

- a. A webpage on company internet
- b. A web page on the internet
- c. Other Office 97 application documents
- d. All

Correct Answer: d

14. The cell reference fro a range of cells that starts in cell B1 and goes over to column G and down to row 10 is.....

- a. B1-G10
- b. B1.G10
- c. B1;G10
- d. B1:G10

Correct Answer: d

15. The advantage of using a spreadsheet is:

- a. calculations can be done automatically.
- b. changing data automatically updates calculations
- c. more flexibility
- d. all of the above

Correct Answer: d

16. The intersection of a row and column is called :

- a. data
- b. a field.
- c. a cell
- d. an equation.

Correct Answer: c

17. There are three types of data found in a spreadsheet.

- a. data, words, numbers
- b. equations, data, numbers
- c. words, numbers, labels
- d. numbers formulas, labels

Correct Answer: d

18. To select a column the easiest method is to.....

- a. Double click any cell in the column
- b. Drag from the top cell in the column to the last cell in the column
- c. click the column heading
- d. click the column label

Correct Answer: c

19. If you press, the cell accepts your typing as its contents.

- a. Enter
- b. Ctrl+Enter
- c. Tab
- d. Insert

Correct Answer: a

20. which of the following special function keys allow the content in cell

- a. esc
- b. shift
- c. return
- d. Tab

Correct Answer: c

21. Which is not an advantage of using computerized spreadsheets?

- a. flexibility of moving entries
- b. speed of calculation
- c. ability of generate tables
- d. cost of initial setup

Correct Answer: d

22. To select several cells or ranges that are not touching each other, you would ... while selecting

- a. hold down the Ctrl key
- b. hold down the Shift key
- c. hold down the Alt key
- d. hold down Ctrl + Shift key

Correct Answer: a

23. what is the AutoSummarize feature used for in Word 2000

- a. It creates a 250 word, 500 word or 1000 word summary of the document
- b. It adds Automatic headers, bold and italic characters as well as automatic formatting of the document to give the look of a well summarized document

- c. it summarizes the statistics of the document into a report such as total words, total characters, total pages, total paragraphs, file size etc
- d. It identifies the key points in a document for your to share with others or quickly scan

Correct Answer: a

24. A certain spreadsheet shows in Page Break Preview that cells in Rows 1-25 have white background. The cells in row 26 that contain data have a dark grey background, when you click the Print button.....

- a. nothing will print because some cells with data have been omitted
- b. only the cells with gray background will print
- c. the whole sheet will print
- d. only the cells with white background will print

Correct Answer: d

25. A constant is another name for this type of data:

- a. number
- b. equation
- c. formula
- d. description

Correct Answer: a

26. The view that puts a blue a blue line around each page that would be printed is the

- a. Print Preview
- b. Normal View
- c. Page Break Preview
- d. Split View

Correct Answer: c

27. AutoCalculate will quickly add selected cells if you.....

- a. right click on the status bar and select Sum
- b. click the AutoCalculate button on the toolbar
- c. use the key combination Ctrl+\$
- d. Double click the selection

Correct Answer: b

28. The cell labeled 23. 54 the cell labeled F5 refers to

- a. row F column 5
- b. column F row 5
- c. function available in cells
- d. function key F4

Correct Answer: b

29. when you are typing an equation into a cell the first thing that must be entered is

- a. the first cell referenced
- b. parenthesis
- c. quotation marks
- d. an equal sign

Correct Answer: d

30. Using the AutoSum button will replace in the selected cell....

- a. the sum of values in the cell's column
- b. nothing until you select a range of cells
- c. the sum of the cell's row unless you change the range
- d. a formula which will add values in the range Excel guesses you want to add

Correct Answer: d

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31. Book1 is an example of how ... are numbered and named during each work session

- a. Active cell
- b. Formula bar
- c. Menu bar
- d. Name box

Correct Answer: d

32. Which of the following displays the contents of the active cell?

- a. Active cell
- b. Formula bar
- c. Menu bar
- d. Name box

Correct Answer: b

33. Graphics objects on a chart are used to

- a. Add emphasis to chart data
- b. Add interest to a chart
- c. Help explain the chart data
- d. a, b, and c

Correct Answer: d

34. What does SUMIF function do?

- a. Adds up cell values based on a condition
- b. Adds all the numbers in a range of cells
- c. Returns a subtotal in a list or database
- d. All of above

Correct Answer: a

35. You can insert labels for

- a. All the data markers on a chart
- b. A data series
- c. A selected data marker
- d. All

Correct Answer: d

36. Tab scrolling buttons

- a. Allow you to view a different worksheet
- b. Allow you to view additional worksheet row down
- c. Allow you to view additional worksheet columns to the right
- d. Allow you to view additional sheet tabs

Correct Answer: d

37. All macro keyboard shortcuts include the key

- a. Alt
- b. Ctrl
- c. F11
- d. Shift

Correct Answer: b

38. To open the Format Cells dialog box, press

- a. Alt + 1
- b. Ctrl + 1
- c. Ctrl + Shift + 1
- d. F1

Correct Answer: b

39. You can add a hyperlink to your worksheet by pressing

- a. Alt + K
- b. Ctrl + H
- c. Ctrl + K
- d. Ctrl + Shift + K

Correct Answer: c

40. To move to the previous worksheet, press

- a. Alt + PgUp
- b. Ctrl + PgUp
- c. Ctrl + PgDn
- d. Shift + Tab

Correct Answer: b

41. You can use the formula palette to
- a. Format cells containing numbers
 - b. Create and edit formulas containing functions
 - c. Enter assumptions data
 - d. Copy a range of cells

Correct Answer: b

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42. You can convert existing excel worksheet data an charts to an HTML document by using
- a. FTP wizard
 - b. Internet assistant wizard
 - c. Intranet wizard
 - d. Import wizard

Correct Answer: b

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43. A circular reference is
- a. Geometric modeling tool
 - b. A cell that points to a drawing object
 - c. A formula that either directly or indirectly depends on itself
 - d. Always erroneous

Correct Answer: c

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44. Which of following is Not one of Excel's what-if function?
- a. Goal seek
 - b. Solver
 - c. Scenario manager
 - d. Auto Outline

Correct Answer: d

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45. When you insert an excel file into a word document. The data are
- a. Hyperlinked placed in a word table
 - b. Linked
 - c. Embedded
 - d. Use the word menu bar and toolbars

Correct Answer: b

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46. Which of the following is not information you can specify using the solver?

- a. Input cells
- b. Constraints
- c. Target cell
- d. Changing cells

Correct Answer: a

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47. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

Correct Answer: c

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48. Excel probably considers the cell entry January 1, 2000 to be a
Label

Value

Formula

Text string

Correct Answer: b

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49. You can enter which types of data into worksheet cells?

- a. Labels, values, and formulas
- b. Labels and values but not formulas
- c. Values and formulas but not labels
- d. Formulas only

Correct Answer: a

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50. All worksheet formula

- a. Manipulate values
- b. Manipulate labels
- c. Return a formula result
- d. Use the addition operator

Correct Answer: c

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51. Which of the following is a correct order of precedence in formula calculation?

- a. Multiplication and division exponentiation positive and negative values
- b. Multiplication and division, positive and negative values, addition and subtraction
- c. Addition and subtraction, positive and negative values, exponentiation
- d. All of above

Correct Answer: d

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52. The Paste Special command lets you copy and paste:

- a. Multiply the selection by a copied value
- b. Cell comments
- c. Formatting options
- d. The resulting values of a formula instead of the actual formula

Correct Answer: d

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53. The numbers in our worksheet look like this: 1000. You want them to look like this: \$1,000.00. How can you accomplish this?

- a. None of these
- b. Select Format > Money from the menu
- c. Click the Currency Style button on the formatting toolbar
- d. You have to retype everything and manually add the dollar signs, commas, and decimals.

Correct Answer: c

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54. Which of the following is not a valid data type in excel

- a. Number
- b. Character
- c. Label
- d. Date/time

Correct Answer: b

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55. Excel worksheet cells work very similarly to what common element of the windows graphical user interface

- a. Option buttons
- b. List boxes
- c. Text boxes
- d. Combo boxes

Correct Answer: c

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56. Which of the following options is not located in the Page Setup dialog box?

- a. Page Break Preview.
- b. Page Orientation
- c. Margins
- d. Headers and Footers

Correct Answer: a

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57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?

- a. Pie chart
- b. Row chart
- c. Line chart
- d. Column chart

Correct Answer: c

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58. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

- a. Press Ctrl +Home
- b. Press Home
- c. Press Shift + Home
- d. Press Alt + Home

Correct Answer: a

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59. Which of the following methods can not be used to edit the contents of a cell?

- a. Press the Alt key
- b. Clicking the formula bar
- c. Pressing the F2 key
- d. Double clicking the cell

Correct Answer: a

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60. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:

- a. Press the Erase key
- b. Press Esc
- c. Press the Enter button

d. Press the Edit Formula button

Correct Answer: b

60. You can select a single range of cells by

- a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
- b. Pressing the Ctrl key while dragging over the desired cells
- c. Pressing the Shift key and an arrow key
- d. Dragging over the desired cells

Correct Answer: d

61. Which of these will not select all the cells in a document?

- a. Clicking three times with the right mouse button in the spreadsheet
- b. Using the Edit – Select All menu
- c. Pressing Ctrl + A on the keyboard
- d. Pressing Ctrl + A on the keyboard

Correct Answer: a

62. The default style for new data keyed in a new workbook is

- a. Comma
- b. Currency
- c. Normal
- d. Percent

Correct Answer: c

63. The LEN function does what?

- a. Compares the content in two cells
- b. Counts the numbers of characters in a cell
- c. Deletes extra space in text
- d. All of above

Correct Answer: b

64. Which function converts miles to kilometers, kilograms to pounds, and so on?

- a. Convert
- b. Product

- c. Change
- d. All of above

Correct Answer: a

65. You can use the drag and drop method to

- a. Copy cell contents
- b. Delete cells contents
- c. Add cell contents
- d. All of above

Correct Answer: a

66. To balance your checkbook in Excel, your best method is

- a. Copy your check amounts into Excel so that you'll have a neat printout to work on
- b. Use Excel to check your arithmetic
- c. Download the Checkbook register templates from Templates on Microsoft Office Online
- d. All of above

Correct Answer: c

67. Which formula can add the all the numeric values in a range of cells, ignoring those which are not numeric, and place the resulting a differene cell

- a. Count
- b. Average
- c. Sum
- d. None of above

Correct Answer: c

68. To name a constant, you use the dialog box

- a. Create names
- b. Define name
- c. Paste name
- d. Format cells

Correct Answer: b

69. To cancel the marquee, press

- a. Ctrl + End
- b. End
- c. Esc
- d. Shift + Esc

Correct Answer: c

70. To access the Go To Special feature, you can press

- a. Ctrl + G
- b. Ctrl + O
- c. Ctrl + Shift + G
- d. Ctrl + 1

Correct Answer: a

false false false EN-US X-NONE NE MicrosoftInternetExplorer4

71. which do you press to enter the current date in a cell?

- a. Ctrl + Shift + :
- b. Ctrl + ;
- c. Ctrl + F10
- d. All of above

Correct Answer: b

72. It is acceptable to let long text flow into adjacent cells on a worksheet when

- a. Data will be entered in the adjacent cells
- b. No data will be entered in the adjacent cells
- c. There is no suitable abbreviation for the text
- d. There is not time to format the text

Correct Answer: b

73. Which function calculates depreciation at the same amount each year over an asset's useful life?

- a. DB (fixed-declining balance)
- b. SLN (straight line)

- c. DDB (double-declining)
- d. All of above

Correct Answer: b

74. Documentations should include

- a. Destination and users of the output data
- b. Source of input data
- c. Information on the purpose of the workbook
- d. All of above

Correct Answer: d

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

- a. Double
- b. Single Engineering
- c. Single Accounting
- d. Double Accounting

Correct Answer: b

76. To select a column the easiest method is to ...

- a. Double click any cell in the column
- b. Drag from the top cell in the column to the last cell in the column
- c. Click the column heading
- d. Click the column label

Correct Answer: c

77. To select an individual data marker or data label, you must

- a. Double click the data series
- b. Right click selected marker
- c. Click once to select the series markers or labels and click the desired marker or label again
- d. Double click the marker or label

Correct Answer: d

78. To delete and embedded object, first

- a. Double click the object
- b. Select the object by clicking it
- c. Press the Shift + Delete keys
- d. Select it and then press Delete key

Correct Answer: d. Select it and then press Delete key

79. This type of software contains rows and columns.

- a. Drawing
- b. Spreadsheet
- c. Database
- d. Word processing

Correct Answer: b

80. To open an existing workbook, you can click the Open button on the toolbar.

- a. Drawing
- b. Formatting
- c. Forms
- d. Standard

Correct Answer: d

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

- a. Edit
- b. Ignore
- c. Ignore all
- d. Change

Correct Answer: a

82. You can quickly change the appearance of your work by choosing Auto Format from the Menu

- a. Edit
- b. View
- c. Format
- d. Tools

Correct Answer: c

83. To protect a worksheet, you can choose Protection and the Protect Sheet from the menu

- a. Edit
- b. Format
- c. Tools
- d. Data

Correct Answer: c

84. You can open the Highlight Changes dialog box by choosing Track Changes from the Menu.

- a. Edit
- b. Insert
- c. Format
- d. Tools

Correct Answer: d

85. Which of the following is not a worksheet design criterion?

- a. Efficiency
- b. Auditability
- c. Description
- d. Clarity Correct Answer:

Correct Answer: c

86. To copy cell contents using drag and drop, press the

- a. End key
- b. Shift key
- c. Esc key
- d. None of above

Correct Answer: d

87. If you press, the cell accepts your typing as its contents.

- a. Enter
- b. Ctrl + Enter
- c. TAB
- d. Insert

Correct Answer: a

88. The autofill feature

- a. Extends a sequential series of data
- b. Automatically adds a range of cell values
- c. Applies a boarder around selected cells
- d. None of above

Correct Answer: d

89. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?

- a. F3
- b. F5
- c. F7
- d. F11

Correct Answer: D

90. you can use the formula palette to

- a. format cells containing numbers
- b. create and edit formulas containing functions
- c. entered assumptions data
- d. copy a range of cells

Correct Answer: b

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91. What Pivot Table toolbar button updates the data ina Pivot Table or Pivot Chart report if the source data chas changed

- a. Format Report
- b. Pivot Table
- c. Refresh Data
- d. Show Detail

Correct Answer: c

92. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

- a. Formula
- b. Field
- c. Data
- d. Query Correct Answer:

Correct Answer: A

93. "Qtr 1, Qtr 2, Qtr 3" is an example of a

- a. Formula
- b. Function
- c. Series
- d. Syntax

Correct Answer: c

94. You can convert existing Excel worksheet data and charts to HTML document by using the

- a. FTP Wizard
- b. Internet Assistant Wizard
- c. Intranet Wizard
- d. Import Wizard

Correct Answer: b. Internet Assistant Wizard

95. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

- a. G1-G10
- b. B1.G10
- c. B1;G10
- d. B1:G10

Correct Answer: d

96. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

- a. Go to File-Save As – Save As Type – Excel worksheet
- b. Right click on the spreadsheet tab and select DELETE

- c. Right click on the spreadsheet and select Insert – Entire Column
- d. None of above

Correct Answer: B

97. What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?

- a. Goal Seek
- b. Scenario Summary report
- c. Forecasting
- d. Trend line

Correct Answer: d

98. what term describes a background that appears as a grainy, non smooth surface

- a. gradient
- b. pattern
- c. solid
- d. texture

Correct Answer: a

99. Excel is a

- a. Graphic program
- b. None of these
- c. Word processor
- d. A spreadsheet

Correct Answer: d

100. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

Correct Answer: d

SET 2

1. Which of the following is an absolute cell reference?

- a. !A!1
- b. \$A\$1
- c. #a#1
- d. A1

Correct Answer: b

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2. What symbol is used before a number to make it a label?

- a. " (quote)
- b. = (equal)
- c. _ (underscore)
- d. ' (apostrophe)

Correct Answer: b

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3. Which symbol must all formula begin with?

- a. =
- b. +
- c. (
- d. @

Correct Answer: a

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4. Which of the following formulas is not entered correctly?

- a. =10+50
- b. =B7*B1
- c. =B7+14
- d. 10+50

Correct Answer: d

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5. Which of the following formulas will Excel Not be able to calculate?

- a. =SUM(Sales)-A3
- b. =SUM(A1:A5)*.5
- c. =SUM(A1:A5)/(10-10)
- d. =SUM(A1:A5)-10

Correct Answer: a

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6. A typical worksheet has ... Number of columns

- a. 128
- b. 256

- c. 512
- d. 1024

Correct Answer: b

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7. How many characters can be typed in a single cell in Excel?
- a. 256
 - b. 1024
 - c. 32,000
 - d. 65,535

Correct Answer: d

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8. A worksheet can have a maximum of ... Number of rows
- a. 256
 - b. 1024
 - c. 32,000
 - d. 65,535

Correct Answer: d

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9. Which of the following is not an example of a value?
- a. 350
 - b. May 10, 2001
 - c. 57%
 - d. Serial Number 50771

Correct Answer: d

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10. The chart wizard term data series refers to
- a. A chart legend
 - b. A collection of chart data markers
 - c. A set of values you plot in a chart
 - d. A data label

Correct Answer: b

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11. The Chart wizard term data categories refers to;
- a. A chart plot area
 - b. A horizontal axis
 - c. The organization of individual values with a chart's data series
 - d. The data range that supply chart data

Correct Answer: b

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12. A worksheet range is a
- a. A command used for data modeling
 - b. A range of values such as from 23 to 234
 - c. A group of cells
 - d. A group of worksheets

Correct Answer: c

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13. Getting data from a cell located in a different sheet is called ...
- a. Accessing
 - b. Referencing
 - c. Updating
 - d. Functioning

Correct Answer: b

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14. Tab scrolling button
- a. Allow you to view a different worksheet
 - b. Allow you to view additional worksheet rows down
 - c. Allow you to view additional worksheet columns to the right
 - d. Allow you to view additional sheets tabs

Correct Answer: d

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15. A numeric value can be treated as a label value if it precedes with
- a. Apostrophe (‘🙄)
 - b. Exclamation (!)
 - c. Hash (#)
 - d. Ampersand (&🙄)

Correct Answer: a

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16. Concatenation of text can be done using
- a. Apostrophe (‘🙄)
 - b. Exclamation (!)
 - c. Hash (#)
 - d. Ampersand (&🙄)

Correct Answer: d

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17. Data can be arranged in a worksheet in a easy to understand manner using
- a. auto formatting

- b. applying styles
- c. changing fonts
- d. all of above

Correct Answer: d

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18. You can use drag-and-drop to embed excel worksheet data in a word document
- a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
 - b. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
 - c. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
 - d. None of above

Correct Answer: a

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19. The auto calculate feature
- a. Can only add values in a range of cells
 - b. Provides a quick way to view the result of an arithmetic operation on a range of cells
 - c. Automatically creates formulas and adds them to a worksheet
 - d. A and c

Correct Answer: b

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20. Excel uniquely identifies cells within a worksheet with a cell name
- a. Cell names
 - b. Column numbers and row letters
 - c. Column letters and row numbers
 - d. Cell locator coordinates

Correct Answer: c

21. to view a cell comment
- a. click the edit comment command on the insert menu
 - b. click the display comment command on the window menu
 - c. position the mouse pointer over the cell
 - d. click the comment command on the view menu

Correct Answer: c

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22. When you want to insert a blank imbedded excel object in a word document you can

- a. Click the object command on the insert menu
- b. Click the office links button on the standard toolbar
- c. Click the create worksheet button on the formatting toolbar
- d. Click the import excel command on the file menu

Correct Answer: a

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23. To save a workbook, you:

- a. Click the save button on the standard toolbar from the menu
- b. Press Ctrl+F5
- c. Click Save on the Windows Start button
- d. Select Edit>Save

Correct Answer: a

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24. You can edit a cell by

- a. Clicking the formula button
- b. Double clicking the cell to edit it in-place
- c. Selecting Edit>Edit Cell from the menu
- d. None of above

Correct Answer: b

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25. You can select a single range of cells by

- a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
- b. Pressing the Ctrl key while dragging over the desired cells
- c. Pressing the Shift key and an arrow key
- d. Dragging over the desired cells

Correct Answer: d

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26. Which elements of worksheet can be protected from accidental modification

- a. Contents
- b. Objects
- c. Scenarios
- d. All of above

Correct Answer: d

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27. You can use the drag and drop method to

- a. Copy cell contents
- b. Move cell contents

- c. Add cell contents
- d. a and b

Correct Answer: d

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28. It is acceptable ot let long text flow into adjacent cells on a worksheet when

- a. Data will be entered in the adjacent cells
- b. No data will be entered in the adjacent cells
- c. There is nt suitable abbreviation of the text
- d. Tehere is not time to format the next

Correct Answer: b

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29. How can you delete a record?

- a. Delete the column from the worksheet
- b. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
- c. Select Data > Delete Record from the menu
- d. Click the Delete button on the Standard toolbar

Correct Answer: b

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30. Right clicking something in Excel:

- a. Deletes the object
- b. Nothing the right mouse button is there for left handed people
- c. Opens a shortcut menu listing everything you can do to the object
- d. Selects the object

Correct Answer: c

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31. Documentation should include

- a. Destination and users of the output data
- b. Source of input data
- c. Information on the purpose of the workbook
- d. All of the above

Correct Answer: d

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32. Files created with Lotus 1-2-3 have an extension

- a. DOC
- b. XLS
- c. 123
- d. WK1

Correct Answer: c

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33. To delete an embedded objects, first
- a. Double click the object
 - b. Select the object by clicking it
 - c. Press the Shift + Delete keys
 - d. Select it and then press the delete key

Correct Answer: d

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34. Comments can be added to cells using
- a. Edit > Comments
 - b. Insert > Comments
 - c. File > Comments
 - d. View > Comments

Correct Answer: b

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35. Which of the following is not a worksheet design criterion?
- a. Efficiency
 - b. Aditibility
 - c. Description
 - d. Clarity

Correct Answer: c

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36. To copy cell contents using drag and drop press the
- a. End key
 - b. Shift key
 - c. Ctrl key
 - d. Esc key

Correct Answer: d

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37. Which of the following is the latest version of Excel
- a. Excel 2000
 - b. Excel 2002
 - c. Excel ME
 - d. Excel XP

Correct Answer: d

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38. When you copy a formula

- a. Excel erases the original copy of the formula
- b. Excel edits cell references in the newly copied formula
- c. Excel adjusts absolute cell references
- d. Excel doesn't adjust relative cell references

Correct Answer: b

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39. The autofill feature

- a. extends a sequential series of data
- b. automatically adds range of cell values
- c. applies a boarder around the selected cells
- d. none of the above

Correct Answer: d

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40. Which menu option can be sued to split windows into two

- a. Format > window
- b. View > window > split
- c. Window > split
- d. View > split

Correct Answer: c

41. Late for your investors meeting? How can you quickly apply professional formatting to your sales forecast worksheet?

- a. Apply special attributes using Format Painter
- b. Apply an Auto Format Style
- c. Apply a selected background color
- d. All of above

Correct Answer: b

42. What excel feature can you use if you want to work with one record at a time?

- a. Auto Complete
- b. Auto Filter
- c. Data Form
- d. Sub Totals

Correct Answer: c

43. Excel uses the Function when creating a data table

- a. Average
- b. Count
- c. Sum
- d. Table

Correct Answer: d

44. You can copy cell formats from one cell to another by using the

- a. Backspace key
- b. Default font
- c. Format painter
- d. Formatting toolbar

Correct Answer: c

45. The accounting style shows negative numbers in

- a. Bold
- b. Brackets
- c. Parentheses
- d. Quotes

Correct Answer: c

46. You can use drag and drop to embed excel worksheet data in a word document

- a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
- b. By dragging a range of excel data to the Word button on the taskbar while pressing Shift key
- c. By displaying both applications side-by-side and dragging a selected range of Excel data into the word application window while pressing the Ctrl key
- d. a and c

Correct Answer: d

47. A is a group of cells that form a rectangle on the screen.

- a. Calculation
- b. Formula
- c. Range
- d. Range address

Correct Answer: c

48. What term describes explanatory text attached to a cell

- a. Callout
- b. Comment
- c. Dialog
- d. Extension

Correct Answer: b

49. The drag and drop method of copying or moving
- a. Can be used between worksheets but not workbooks
 - b. Can be used between workbooks but not worksheets
 - c. Can be used between workbooks but not worksheets
 - d. None

Correct Answer: c

50. 3-D reference in a formula
- a. Can not be modified
 - b. Only appears on summary worksheets
 - c. Limits the formatting options
 - d. Spans worksheets

Correct Answer: d

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51. The auto calculate feature
- a. Can only add values in a range of cells
 - b. Provides a quick way to view the results of an arithmetic operation on a range of cells
 - c. Automatically creates formulas and adds them to a worksheet
 - d. a and c

Correct Answer: b

52. The chart wizard
- a. Can place a chart on a new chart sheet or on any sheet in the workbook
 - b. Can only place a chart on new chart sheet
 - c. Can only place a chart on a new blank worksheet
 - d. Can only be used to create embedded charts

Correct Answer: b

53. What chart object is horizontal or vertical line that extends across the plot area to make it easier to read and follow the values?
- a. Category axis
 - b. Data marker
 - c. Data point
 - d. Gridline

Correct Answer: d

54. A value used in a formula that does not change is called a

- a. Cell address
- b. Constant
- c. Function
- d. Range

Correct Answer: b

55. Suppose you have columns of data that span more than one printed page. How can you automatically print the column headings on each page.

- a. Click page setup on the file menu, click the sheet tab, and enter the row that contains these column headings under print titles.
- b. Click page setup on the file menu, click the page tab, click the options button, then enter your choices.
- c. Click page setup on the file menu, click the sheet tab, and make a selection under the print heading.
- d. All of above

Correct Answer: a

56. a fast way to add up this column of number is to click in the cell below the numbers and then:

- a. click subtotals on the data menu
- b. view the sum in the formula bar
- c. click the autosum button on the standard toolbar, then press enter
- d. all of above

Correct Answer: c

57. to view a cell comment

- a. click the edit comment commands on the Insert menu
- b. click the Display comment command on the window menu
- c. position the mouse pointer over the cell
- d. click the comment command on the view menu

Correct Answer: c

58. When you want to insert a blank embedded excel object in a word document you can

- a. Click the object command on the insert menu
- b. Click the office links button on the standard toolbar
- c. Click the create worksheet button on the formatting toolbar
- d. Click the import excel command on the file menu

Correct Answer: a. Click the object command on the insert menu

59. Say that you want to paste a formula result – but not the underlying formula – to another cell. In excel 2002, you would copy the cell with the formula, then place the insertion point in the cell you want to copy to what next?
- a. Click the Paste button on the standard toolbar
 - b. Click the arrow on the paste button on the standard toolbar, then click formulas
 - c. Click the arrow on the paste button on the standard toolbar, then click values.
 - d. All of above

Correct Answer: c

60. You can select a single range of cells by
- a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
 - b. Pressing the Ctrl key while dragging over the desired cells
 - c. Pressing the Shift key and an arrow key
 - d. Dragging over the desired cells

Correct Answer: d