

Microsoft Excel 100-Question Comprehensive Quiz (Raw Text Format)

1. What is the default file extension for an Excel Workbook in modern versions (2007+)?

- A) .doc
- B) .xlst
- C) .xlsx
- D) .pptx

Answer: C

2. Which element displays the address (name) of the currently selected cell?

- A) Status Bar
- B) Formula Bar
- C) Name Box
- D) Title Bar

Answer: C

3. Which key combination is used to edit the contents of the currently selected cell?

- A) F1
- B) F4
- C) F2
- D) F7

Answer: C

4. What is the maximum number of rows available in a single worksheet in modern Excel?

- A) 65,536
- B) 1,048,576
- C) 1,048,576
- D) 16,384

Answer: C

5. Which symbol must precede a formula for Excel to calculate it?

A) #

B) !

C) &

D) =

Answer: D

6. Which tab is typically used to insert charts, pivot tables, and pictures?

A) Home

B) Insert

C) Data

D) Review

Answer: B

7. The intersection of a row and a column in a worksheet is called a:

A) Label

B) Field

C) Cell

D) Record

Answer: C

8. Which Excel feature automatically completes data entry based on patterns in neighboring cells?

A) AutoSum

B) AutoCorrect

C) Flash Fill

D) Data Validation

Answer: C

9. What is the keyboard shortcut to move to the beginning of a row (Cell A1) from anywhere on the worksheet?

A) Ctrl+End

B) Ctrl+Shift+Home

C) Ctrl+Home

D) Alt+Home

Answer: C

10. Which function finds the largest value in a set of numbers?

A) SUM

B) MIN

C) AVERAGE

D) MAX

Answer: D

11. What is the correct way to write an absolute cell reference for cell B5?

A) B5

B) B\$5\$

C) \$B5

D) \$B\$5

Answer: D

12. If you copy the formula $=A1+B1$ from C1 to C2, the formula in C2 will be:

A) $=A1+B1$

B) $=B1+C1$

C) $=A2+B2$

D) $=A1+B2$

Answer: C

13. Which shortcut key is used to cycle through different types of cell references (Relative, Absolute, Mixed) when editing a formula?

A) F1

B) F3

C) F4

D) F5

Answer: C

14. A range of cells starting at A1 and ending at C5 is written as:

- A) A1-C5
- B) A1:C5,
- C) A1:C5
- D) (A1:C5)

Answer: C

15. How do you select an entire column in an Excel worksheet?

- A) Click the first cell and drag down
- B) Ctrl+Space
- C) Click the column letter header
- D) Shift+Space

Answer: C

16. What is a Named Range?

- A) The cell address
- B) A range that changes automatically
- C) A fixed range used for printing
- D) A user-defined name given to a cell or cell range

Answer: D

17. To select the entire worksheet using the keyboard, you press:

- A) Ctrl+A (once)
- B) Ctrl+Shift+Space
- C) Ctrl+A (twice)
- D) Ctrl+Shift+8

Answer: C

18. Which of the following is an example of a Mixed Reference?

- A) \$A\$1
- B) A1
- C) A\$1\$ or \$A1
- D) Both C and D

Answer: C

19. Which character is used to separate the sheet name from the cell reference (e.g., Sheet1!A1)?

A) /

B) :

C) !

D) #

Answer: C

20. The keyboard shortcut \$Ctrl+Page Down\$ is used to:

A) Scroll down one page

B) Move to the last cell

C) Move to the next worksheet tab

D) Move to the bottom of the current data region

Answer: C

21. The formula for adding up a range of numbers from A1 to A10 is:

A) \$=ADD(A1:A10)\$

B) \$=SUM(A1:A10)\$

C) \$=A1+A10\$

D) \$=TOTAL(A1:A10)\$

Answer: B

22. Which function calculates the number of cells in a range that are not empty?

A) COUNT

B) COUNTA

C) COUNTBLANK

D) COUNTIF

Answer: B

23. The IF function returns a value based on a specified:

A) Range

- B) Formula
- C) Condition (Logical Test)
- D) Text string

Answer: C

24. The function that retrieves the current date and time (which updates automatically) is:

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

Answer: D

25. Which function is used to convert text to all lowercase letters?

- A) UPPERT
- B) PROPER
- C) LOWER
- D) CHANGECASE

Answer: C

26. What does the function `$COUNTA(A1:A5)$` return if A1=10, A2=hello, A3=, A4=true, A5=0?

- A) 3
- B) 4
- C) 5
- D) 1

Answer: B

27. Which function returns the remainder after a number is divided by a divisor?

- A) QUOTIENT
- B) DIVIDE
- C) MOD
- D) REMAINDER

Answer: C

28. The VLOOKUP function searches for a value in the:

- A) Last row
- B) First column
- C) Last column
- D) First row

Answer: B

29. To find the n -th largest value in a dataset, you would use which function?

- A) MAX
- B) LARGE
- C) RANK
- D) TOP

Answer: B

30. Which type of formula is entered into a cell and then applied to multiple cells using $\text{Ctrl}+\text{Shift}+\text{Enter}$?

- A) Standard Formula
- B) Array Formula
- C) Pivot Formula
- D) Named Formula

Answer: B

31. The LEFT function extracts characters starting from which side of a text string?

- A) Right
- B) Middle
- C) Bottom
- D) Left

Answer: D

32. What does the $\text{TODAY}()$ function return?

- A) Current time only

- B) Current date and time
- C) Current date only
- D) Current weekday

Answer: C

33. Which function combines two or more text strings into one?

- A) JOIN
- B) MERGE
- C) CONCATENATE
- D) TEXTJOIN

Answer: C

34. The ISNUMBER function is an example of what category of functions?

- A) Math
- B) Text
- C) Logical
- D) Financial

Answer: C

35. What is the purpose of the Absolute Value (ABS) function?

- A) Convert to a percentage
- B) Convert to integer
- C) Return the distance of a number from zero (non-negative)
- D) Return the reciprocal

Answer: C

36. The AVERAGEIF function calculates the average of a range based on a specified:

- A) Range
- B) Criteria
- C) Sum
- D) Formula

Answer: B

37. Which function is essential for creating nested conditional logic in Excel (e.g., grading scales)?

- A) IF
- B) IFS
- C) SWITCH
- D) VLOOKUP

Answer: B

38. The PMT function is primarily used for calculations in which domain?

- A) Statistical
- B) Date and Time
- C) Financial
- D) Engineering

Answer: C

39. Which function counts the number of cells that meet multiple criteria?

- A) COUNTIF
- B) COUNTIFS
- C) COUNT
- D) COUNTA

Answer: B

40. The INDEX function is often paired with which other function for advanced two-way lookups?

- A) VLOOKUP
- B) MATCH
- C) OFFSET
- D) CHOOSE

Answer: B

41. The small black square at the bottom-right corner of an active cell is called the:

- A) Cell Pointer
- B) AutoComplete Box

C) Fill Handle

D) Name Box

Answer: C

42. Using the Fill Handle to drag a date (e.g., Jan 1) automatically increments the date. This is called:

A) AutoFormat

B) Flash Fill

C) AutoFill

D) AutoCorrect

Answer: C

43. Which feature is used to restrict the type of data or values that users can enter into a cell?

A) Protect Sheet

B) Data Validation

C) Conditional Formatting

D) Data Cleaning

Answer: B

44. Which tab on the Ribbon contains the tools for Goal Seek and Scenario Manager?

A) Home

B) Insert

C) Data

D) Formulas

Answer: C

45. Goal Seek is primarily used to find the necessary input value to achieve a specified:

A) Scenario

B) Trend

C) Result (Output)

D) Formula

Answer: C

46. Which feature lets you quickly clean and reshape data from multiple sources?

A) Pivot Table

B) Power Query

C) Flash Fill

D) Data Validation

Answer: B

47. The keyboard shortcut \$Ctrl+D\$ is used to copy the contents of the cell immediately above the active cell into the active cell. This is known as:

A) Copy Down

B) Flash Fill

C) Fill Down

D) AutoFill

Answer: C

48. What happens when you double-click the Fill Handle?

A) Opens the Format Cells dialog

B) Opens the Paste Special dialog

C) Fills the formula/data down to the end of the adjacent data column

D) Deletes the cell contents

Answer: C

49. Which tool allows you to forecast or back-calculate results based on a changing input cell?

A) Goal Seek

B) Data Validation

C) Data Tables

D) Scenario Manager

Answer: C

50. Which Excel feature automatically recognizes and extracts data patterns from adjacent columns without complex formulas?

- A) AutoSum
- B) AutoFill
- C) Flash Fill
- D) Data Validation

Answer: C

51. Which feature is used to change the formatting of a cell automatically based on its value (e.g., turning negative numbers red)?

- A) Cell Styles
- B) AutoFormat
- C) Conditional Formatting
- D) Custom Format

Answer: C

52. The default number format for a newly entered number in Excel is:

- A) Currency
- B) General
- C) Number
- D) Accounting

Answer: B

53. Which tab is used to quickly apply a predefined visual style (e.g., Bad, Good, Neutral) to cells?

- A) Insert
- B) Data
- C) Home (Styles Group)
- D) Design

Answer: C

54. The Format Painter tool copies what?

- A) Only the cell value

- B) Only the formula
- C) Only the cell formatting
- D) Both value and formatting

Answer: C

55. Which command is used to display the underlying formulas in cells instead of their calculated results?

- A) Ctrl+ ` (Accent Grave)
- B) Ctrl+F
- C) F2
- D) Alt+F11

Answer: A

56. The shortcut to apply the Currency format (\$) to selected cells is:

- A) Ctrl+Shift+3
- B) Ctrl+Shift+4
- C) Ctrl+Shift+5
- D) Ctrl+Shift+7

Answer: B

57. What is a Custom Number Format primarily used for?

- A) Change the cell background color
- B) Change the cell value
- C) Change how the cell value is displayed without changing the value
- D) Create a data validation rule

Answer: C

58. To show a cell as a percentage with one decimal place, the custom format code is usually:

- A) \$0.00\%\$
- B) \$0.0\%\$
- C) \$0\%\$
- D) \$100\%\$

Answer: B

59. Which conditional formatting rule visually compares a range of values by using colored bars within each cell?

- A) Icon Sets
- B) Color Scales
- C) Data Bars
- D) Highlight Rules

Answer: C

60. The command to Merge and Center selected cells is found in which group on the Home tab?

- A) Font
- B) Styles
- C) Editing
- D) Alignment

Answer: D

61. A Sparkline is a small chart designed to fit within a single:

- A) Row
- B) Column
- C) Cell
- D) Worksheet

Answer: C

62. Which type of chart is best suited for showing the trend of data over time?

- A) Pie Chart
- B) Bar Chart
- C) Line Chart
- D) Scatter Plot

Answer: C

63. A Pie Chart is best used to display:

- A) Correlation between two variables

- B) Proportions of a whole
- C) Data trends over time
- D) Data ranking

Answer: B

64. Which keyboard shortcut inserts a new chart based on the selected data range (using the default chart type)?

- A) Ctrl+C
- B) Alt+F1
- C) F11
- D) Alt+C

Answer: B

65. What is the purpose of the Legend in a chart?

- A) To display the data source
- B) To identify the data series by color/pattern
- C) To show the overall trend
- D) To label the axes

Answer: B

66. Which chart element identifies the category names along the bottom of the chart?

- A) Value Axis
- B) Chart Title
- C) Legend
- D) Category Axis

Answer: D

67. To plot data points based on two numerical variables (showing correlation), you would use a:

- A) Line Chart
- B) Bar Chart
- C) Area Chart

D) Scatter Chart (XY)

Answer: D

68. The Data Series in a chart refers to:

A) The entire chart area

B) The legend

C) The set of data points plotted in the chart

D) The chart title

Answer: C

69. Which tab becomes visible when you select a chart, allowing you to quickly change its layout and style?

A) Insert

B) Data

C) Chart Design/Format

D) Formulas

Answer: C

70. Which term describes a line or curve added to a chart to show the general direction of the data?

A) Axis

B) Trendline

C) Data Label

D) Sparkline

Answer: B

71. Which feature allows you to display only the rows that meet certain criteria, temporarily hiding the rest?

A) Sort

B) Filter

C) Group

D) Subtotal

Answer: B

72. A Pivot Table is primarily used to summarize, analyze, explore, and present large datasets by:

- A) Sorting them alphabetically
- B) Grouping and aggregating data
- C) Coloring specific cells
- D) Checking for errors

Answer: B

73. Where is the Data Tab's Sort & Filter group located?

- A) Home Tab
- B) Insert Tab
- C) Data Tab
- D) Review Tab

Answer: C

74. Applying a Custom Sort allows you to sort data using:

- A) Only one column
- B) Only Ascending/Descending order
- C) Multiple columns with specific rules
- D) Only numbers

Answer: C

75. The Subtotal tool automatically inserts aggregate functions (like SUM or COUNT) into a dataset based on:

- A) The whole sheet
- B) Hidden rows
- C) Changes in a designated column
- D) Conditional formatting

Answer: C

76. Which type of data is typically used in the Values area of a Pivot Table?

- A) Text labels
- B) Dates

C) Numerical data (to be summed/counted)

D) Formulas

Answer: C

77. The Remove Duplicates command is found on which tab?

A) Home

B) Insert

C) Data

D) Review

Answer: C

78. Which is the fastest way to format a raw table of data into a structured Excel Table object?

A) Format Painter

B) Conditional Formatting

C) Ctrl+T

D) Alt+F1

Answer: C

79. To display data in a logical hierarchy (e.g., year, then month), you would use:

A) Subtotals

B) Filters

C) Grouping

D) Sorting

Answer: C

80. Which is the correct sequence to apply a basic Filter?

A) Insert > Filter

B) Home > Filter

C) Data > Filter

D) Formulas > Filter

Answer: C

81. Which command prevents specific rows and/or columns from scrolling off the screen when viewing a large dataset?

- A) Hide/Unhide
- B) Protect Sheet
- C) Freeze Panes
- D) Split Window

Answer: C

82. To protect a sheet from editing by other users, the command is found on which tab?

- A) Home
- B) Insert
- C) Data
- D) Review

Answer: D

83. Which feature lets you view a separate section of the same worksheet by dividing the window horizontally or vertically?

- A) Freeze Panes
- B) New Window
- C) Split Window
- D) Hide/Unhide

Answer: C

84. Which element is specifically used to add notes or feedback to a cell for collaboration, appearing as a red triangle?

- A) Note
- B) Text Box
- C) Comment
- D) Data Validation

Answer: C

85. Which view shows where page breaks occur and allows you to adjust print areas?

- A) Print Preview
- B) Normal View
- C) Page Break Preview
- D) Custom View

Answer: C

86. The command to Hide a worksheet is found in the contextual menu (right-click) or the Cells group of which tab?

- A) Data
- B) Review
- C) Home
- D) View

Answer: C

87. The keyboard shortcut to insert a new sheet into the workbook is:

- A) Ctrl+N
- B) Ctrl+I
- C) Shift+F11
- D) Alt+N

Answer: C

88. To view two different workbooks side-by-side simultaneously, you use the View tab command:

- A) Freeze Panes
- B) Arrange All
- C) New Window
- D) Split Window

Answer: B

89. What is the primary purpose of the Document Inspector?

- A) Check formulas for errors

- B) Remove hidden data and personal information
- C) Check accessibility standards
- D) Review data trends

Answer: B

90. Which feature allows a user to create and save a specific set of display or print settings?

- A) Custom Format
- B) Custom View
- C) Conditional Formatting
- D) Split Window

Answer: B

91. A Macro is primarily used to:

- A) Format cells automatically
- B) Automate repetitive tasks
- C) Check cell errors
- D) Filter data

Answer: B

92. Macros are recorded and managed using the Macros group found on which tab (often hidden by default)?

- A) Home
- B) Formulas
- C) Data
- D) Developer

Answer: D

93. The keyboard shortcut to open the Visual Basic Editor (VBE) for macro coding is:

- A) Ctrl+F11
- B) Alt+F11
- C) Ctrl+Shift+E
- D) F12

Answer: B

94. What must an Array Formula (entered with \$Ctrl+Shift+Enter\$) be enclosed in?

- A) Parentheses ()
- B) Square brackets []
- C) Curly braces { }
- D) Quotation marks " "

Answer: C

95. The Solver add-in is used for what type of advanced analysis?

- A) Data cleaning
- B) Financial modeling
- C) Optimization problems
- D) Statistical correlation

Answer: C

96. Which Excel error code indicates that a formula refers to an invalid cell?

- A) #NUM!
- B) #VALUE!
- C) #N/A!
- D) #REF!

Answer: D

97. The keyboard shortcut \$Ctrl+;\$ (semicolon) inserts the:

- A) Current time
- B) Current date and time
- C) Current date
- D) A semicolon

Answer: C

98. Which of the following is not a logical operator used in Excel formulas?

- A) =
- B) <>

C) <=

D) +

Answer: D

99. What does the LEN function return?

A) The largest number in a range

B) The list of unique values

C) The number of characters in a text string

D) The last digit of a number

Answer: C

100. Which Excel error code indicates that a number is too large or too small to be represented?

A) #VALUE!

B) #DIV/0!

C) #NAME?

D) #NUM!

Answer: D