

# SHIV COMPUTER INSTITUTE

Question Bank 1st Edition

## Microsoft Excel

1. A worksheet is also called an array of \_\_\_\_\_.  
a) **cells**                      b) Columns                      c) Rows                      d) Formulas
2. Another name for a pre-programmed formula in Excel is  
a) **Function**                      b) Formula Bar                      c) Expression                      d) Cell Reference
3. How can you make text bold in Excel?  
a) Right-click and select Bold                      b) Press Ctrl + U  
c) Go to the Format menu                      d) **Use the Bold button**
4. How can you make the content center of a cell horizontally and vertically?  
a) Apply Middle align                      b) Apply Center align  
c) **Apply Middle and Center align**                      d) Merge cells together
5. In Excel, a formula always starts with  
a) =                      b) /                      c) +                      d) (
6. In Excel, what is a single data point in a worksheet called?  
a) **Cell**                      b) Field                      c) Row                      d) Table
7. In MS Excel, Page border option is available under \_\_\_\_\_ tab.  
a) Insert                      b) Page Layout  
c) View                      d) **None of the above**
8. In MS Excel, the keyboard shortcut used to Open the Save As dialog box is \_\_\_\_\_.  
a) Ctrl+S                      b) F2                      c) Ctrl+N                      d) **F12**
9. In MS Excel, which keyboard shortcut is used to create a new Workbook?  
a) Tab+N                      b) Fn+N                      c) Alt+N                      d) **Ctrl+N**
10. MS Excel file can not be directly exported as \_\_\_\_\_.  
a) PDF                      b) TXT                      c) **PPT**                      d) CSV
11. MS Excel is a \_\_\_\_\_.  
a) Database Management software                      b) Presentation software  
c) **Spreadsheet software**                      d) Workbook software
12. MS Excel stands for \_\_\_\_\_.  
a) Micromax Excel                      b) Management Excel  
c) **Microsoft Excel**                      d) Microsoft Excess
13. The intersection of a row and a column in Excel is referred to as a \_\_\_\_\_.  
a) Block                      b) **Cell**                      c) Unit                      d) Box
14. The typed text showed in the active cell and also in \_\_\_\_\_.  
a) **Formulabar**                      b) Status Bar                      c) Ribbon                      d) Taskbar

15. The workbook can be closed using the keyboard shortcut \_\_\_\_\_ In MS Excel.

- a) **Ctrl+W**                      b) Ctrl+C                      c) Esc                      d) Ctrl+E

16. What do you mean by A3,B13:B20,C7 references in Excel?

- a) Cell addresses              b) **Ranges**                      c) Formulas                      d) Functions

17. What does the SUM function do?

- a) Multiplies the values in a range  
b) Divides the values in a range  
c) **Adds the values in a range**  
d) Counts the number of cells in a range

18. What does the Wrap Text option do in Excel?

- a) It wraps text around shapes  
b) **It wraps text in a cell without overflowing**  
c) It hides text content in a cell  
d) It changes font style to cursive

19. What is a shortcut to insert the table in Excel?

- a) CTRL+S                      b) **CTRL+T**                      c) CTRL+A                      d) Alt+T

20. What is the default row height of MS Excel?

- a) 10                      b) 12                      c) 20                      d) **15**

21. What is the file extension in excel 2003?

- a) .xlsx                      b) .xlsm                      c) **.xls**                      d) .xlsb

22. What is the keyboard shortcut for saving an Excel workbook?

- a) Ctrl + V                      b) Ctrl + C                      c) Ctrl + P                      d) **Ctrl + S**

23. What is the maximum limit of columns in MS Excel 2010?

- a) 1024                      b) 512                      c) **16384**                      d) 256

24. What is the result of the formula =5 + "10"?

- a) **15**                      b) 510                      c) 5100                      d) Error

25. Which bar shows the used formula for the selected active cell?

- a) Menu Bar                      b) Status Bar                      c) **Formulabar**                      d) Title Bar

26. Which command is used to close the window of Excel?

- a) Shift + F4                      b) **Alt+ F4**                      c) Alt+ F5                      d) Alt+ F12

27. Which Excel feature automatically adjusts the width or height of a cell to fit its content?

- a) **AutoFit**                      b) Autofill                      c) AutoSize                      d) AutoAdjust

28. Which Excel feature is used to represent data visually using graphs?

- a) Tables                      b) Filters                      c) **Charts**                      d) Formulas

29. Which formula would you use to multiply cell A1 by cell B1?

- a) **#VALUE!**                      b) #VLUA!                      c) #NAME?                      d) #NMAE?

30. Which function in Excel is used to find the biggest value in range?

- a) MIN()                      b) **MAX()**                      c) AVG()                      d) SUM()

31. Which function is used to count the number of cells that contain numbers, in range?  
 a) **count()**                      b) SUM                              c) AVERAGE                      d) MAX
32. Which function is used to count the number of cells that meet a specific condition?  
 a) COUNT                              b) IF                                  c) **COUNTIF**                      d) COUNTA
33. Which function is used to find the average value in a range of cells?  
 a) SUM                                  b) **AVERAGE**                      c) COUNT                              d) AVG
34. Which function is used to find the highest value in a range?  
 a) **MAX**                                  b) HIGH                              c) LARGE                              d) TOP
35. Which function is used to join together the contents of two or more cells?  
 a) **CONCATENATE**                      b) SUM                                  c) AVERAGE                      d) ADD
36. Which function key is used to open Go To dialogue box in MS Excel?  
 a) **F5**                                      b) F2                                  c) F6                                  d) F12
37. Which function would you use to find the highest value in a range of cells?  
 a) **MAX**                                  b) HIGH                              c) TOP                                  d) LARGEST
38. Which key is commonly used to navigate between cells in a spreadsheet program like Microsoft Excel?  
 a) Enter key                              b) Tab key                              c) **Arrow keys**                      d) Esc key
39. Which key is used for Help in MS Excel?  
 a) Windows + H                              b) **F1**                                  c) F10                                  d) F2
40. Which of the following is a spreadsheet software developed by Microsoft?  
 a) Word                                      b) **Excel**                                  c) Photoshop                              d) PowerPoint
41. Which one is not a function in MS Excel?  
 a) PROPER                                  b) AVERAGE                              c) COUNT                                  d) **CLEAR**
42. Which one of the following is the ?Date & Time? function in Excel?  
 a) SUM()                                  b) IF()                                  c) **NOW()**                              d) COUNT()
43. Which option is used to apply a background color to a cell in Excel?  
 a) **Fill Color**                                  b) Cell Color                              c) Text Color                              d) Background Color
44. Which ribbon tab in Excel is used for formatting options?  
 a) Insert                                      b) Format                                  c) Data                                  d) **Home**
45. Which tab in Excel is used for setting up the page layout and printing options?  
 a) File    b) Home                                  c) Insert                                  d) **Page Layout**
46. Which term is used to join the selected cells into one cell?  
 a) **Merge**                                  b) Concatenate                              c) Combine                                  d) Unite
47. Which type of chart is best suited for showing trends over time?  
 a) **Line Chart**                                  b) Bar Chart                                  c) Pie Chart                                  d) Scatter Chart
48. \_\_\_\_\_ function in MS Excel worksheet represents the total number(s) of

entries in the cell(s).

- a) SUM                      b) AVG                      c) **COUNT**                      d) TOTAL

49. In MS Excel \_\_\_\_\_ feature makes it easier to add repetitive data to a Worksheet.

- a) Autosum                      b) **Autocomplete**                      c) Filter                      d) Sort

50. \_\_\_\_\_ can be used as a keyboard shortcut to check spelling in MS Excel.

- a) F1                      b) F2                      c) **F7**                      d) F12