

# MCQ Question Bank

## Microsoft Excel

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<http://mcqSets.com>

# Questions

# Multiple Choice Questions From Microsoft Excel



Collected & Composed By:  
MCQ Sets

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- 1. Which of the following methods can not be used to enter data in a cell**
  - a. Pressing an arrow key
  - b. Pressing the Tab key
  - c. Pressing the Esc key
  - d. Clicking on the formula bar
- 2. Which of the following will not cut information?**
  - a. Pressing Ctrl + C
  - b. Selecting Edit>Cut from the menu
  - c. Clicking the Cut button on the standard
  - d. Pressing Ctrl+X
- 3. Which of the following is not a way to complete a cell entry?**
  - a. Pressing enter
  - b. Pressing any arrow key on the keyboard
  - c. Clicking the Enter button on the Formula bar
  - d. Pressing spacebar
- 4. You can activate a cell by**
  - a. Pressing the Tab key
  - b. Clicking the cell
  - c. Pressing an arrow key
  - d. All of the above
- Q. Will you answer my questions if I send them to you?**
  - a. There are some pages in MCQ Sets that offers you the form
  - b. If you send me questions using the forms in MCQ Sets
  - c. I will try to include your questions in the respective series
  - d. Get the most authentic answers for your subjective questions
- 5. Text formulas:**
  - a. Replace cell references
  - b. Return ASCII values of characters
  - c. Concatenate and manipulate text
  - d. Show formula error value
- 6. How do you insert a row?**
  - a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
  - b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
  - c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
  - d. All of the above
- Q. Where can you find best quality multiple choice questions?**
  - a. icttrends.com
  - b. psexam.com
  - c. prepare.icttrends.com
  - d. mcqsets.com
- 7. Which of the following is not a basic step in creating a worksheet?**
  - a. Save workbook
  - b. Modify the worksheet
  - c. Enter text and data
  - d. Copy the worksheet
- 8. How do you select an entire column?**
  - a. Select Edit > Select > Column from the menu
  - b. Click the column heading letter
  - c. Hold down the shift key as you click anywhere in the column.
  - d. Hold down the Ctrl key as you click anywhere in the column
- Q. You can use mcqSets.com for**
  - a. Online quiz
  - b. MCQ Banks
  - d. Subjective Questions & answers
- 9. How can you print three copies of a workbook?**
  - a. Select File>Properties from the menu and type 3 in the Copies to print text box.
  - b. Select File >Print from the menu and type 3 in the Number of copies text box.
  - c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
  - d. Press Ctrl+P+3
- 10. To create a formula, you first:**
  - a. Select the cell you want to place the formula into
  - b. Type the equals sign (=) to tell Excel that you're about to enter a formula
  - c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
  - d. Choose the new command from the file menu
- 11. To center worksheet titles across a range of cells, you must**
  - a. Select the cells containing the title text plus the range over which the title text is to be centered
  - b. Widen the columns
  - c. Select the cells containing the title text plus the range over which the title text is to be en fettered
  - d. Format the cells with the comma style
- Q. Can I download the MCQ banks in MCQSets.com?**
  - a. Yes, do a search in mcqsets.com site
  - b. Yes, some files are offered to download free
  - c. mcqsets.com has download sections
  - d. The downloads are available as PDF files
- 12. How do you delete a column?**
  - a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
  - b. Select the column heading you want to delete and select Insert Delete from the menu
  - c. Select the row heading you want to delete and select Edit>Delete from the menu
  - d. Right click the column heading you want to delet and select delete from the shortcut menu
- 13. How can you find specific information in a list?**
  - a. Select Tools > Finder from the menu
  - b. Click the Find button on the standard toolbar
  - c. Select Insert > Find from the menu
  - d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button
- 14. When integrating word and excel, word is usually the**
  - a. Server
  - b. Destination
  - c. Client
  - d. Both b and c
- 15. When a label is too long to fit within a worksheet cell, you typically must**
  - a. Shorten the label
  - b. Increase the column width
  - c. Decrease the column width
  - d. Adjust the row height
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- 16. The name box**
  - a. Shows the location of the previously active cell
  - b. Appears to the left of the formula bar
  - c. Appears below the status bar
  - d. Appears below the menu bar
- 17. Comments put in cells are called**
  - a. Smart tip
  - b. Cell tip
  - c. Web tip
  - d. Soft tip
- 18. Which is used to perform what if analysis?**
  - a. Solver
  - b. Goal seek
  - c. Scenario Manager
  - d. All of above

These multiple choice questions are composed to comply with PSC syllabus

**19. You can use the horizontal and vertical scroll bars to**

- Split a worksheet into two panes
- View different rows and columns edit the contents of a cell
- Edit the contents of a cell
- view different worksheets

**20. Multiple calculations can be made in a single formula using**

- standard formulas
- array formula
- complex formulas
- smart formula

**21. Hyperlinks can be**

- Text
- Drawing objects
- Pictures
- All of above

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**22. To activate the previous cell in a pre-selected range, press**

- The Alt key
- The Tab key
- The Enter key
- None of the above

**23. Which button do you click to add up a series of numbers?**

- The autosum button
- The Formula button
- The quicktotal button
- The total button

**24. When the formula bar is active, you can see**

- The edit formula button
- The cancel button
- The enter button
- All of the above

**Q. Will you answer my MCQ Questions in Facebook**

- I don't answer questions in Facebook
- You can post your questions in <http://icctrends.com/forum>
- Answering in Facebook kills my a lot of time
- If you save my time I'll be able to produce more useful materials

**25. To copy formatting from one area in a worksheet and apply it to another area you would use:**

- The Edit>Copy Format and Edit>Paste Format commands form the menu.
- The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
- There is no way to copy and apply formatting in Excel – You have to do it manually
- The Format Painter button on the standard toolbar

**26. In a worksheet you can select**

- The entire worksheet
- Rows
- Columns
- All of the above

**27. When you link data maintained in an excel workbook to a word document**

- The word document can not be edit
- The word document contains a reference to the original source application
- The word document must contain a hyperlink
- The word document contains a copy of the actual data

**28. Which area in an excel window allows entering values and formulas**

- Title bar
- Menu bar
- Formula bar
- Standard toolbar

**Q. How reliable are MCQs in MCQ Sets?**

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**29. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the**

- Unfreeze panes command on the window menu
- Freeze panes command on the window menu
- Hold titles command on the edit menu
- Split command on the window menu

**30. To edit in an embedded excel worksheet object in a word document**

- Use the excel menu bar and toolbars inside the word application
- Edit the hyperlink
- Edit the data in a excel source application
- Use the word menu bar and toolbars

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- I will try to include your questions in the respective series
- Get the most authentic answers for your subjective questions

**31. To create a formula, you can use:**

- Values but not cell references
- Cell references but not values
- Values or cell references although not both at the same time
- Value and cell references

**Q. Where can you find best quality multiple choice questions?**

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- psexam.com
- prepare.icctrends.com
- mcqsets.com

**32. Status indicators are located on the**

- Vertical scroll bar
- Horizontal scroll bar
- Formula bar
- Standard toolbar

**33. Which of the following is the oldest spreadsheet package?**

- VisiCalc
- Lotus 1-2-3
- Excel
- StarCalc

**34. Rounding errors can occur**

- When you use multiplication, division, or exponentiation in a formula
- When you use addition and subtraction in a formula
- Because excel uses hidden decimal places in computation
- When you show the results of formulas with different decimal places that the calculated results

**35. You can copy data or formulas**

- With the copy, paste and cut commands on the edit menu
- With commands on ta shortcut menu
- With buttons on the standard toolbars
- All of the above

**36. You can not link excel worksheet data to a word document**

- With the right drag method
- With a hyperlink
- With the copy and paste special commands
- With the copy and paste buttons on the standard toolbar.

**37. Which of the following is a popular DOS based spreadsheet package?**

- Word
- Smart cell
- Excel
- Lotus 1-2-3

**38. An excel workbook is a collection of**

- Workbooks
- Worksheets
- Charts
- Worksheets and charts

**39. Excel files have a default extension of**

- Xls
- Xlw
- Wk1
- 123

**40. You can use the format painter multiple times before you turn it off by**

- You can use the format painter button only one time when you click it
- Double clicking the format painter button
- Pressing the Ctrl key and clicking the format painter button
- Pressing the Alt key and clicking the format painter button

**41. You can use the formula palette to**

- Format cells containing numbers
- Create and edit formulas containing functions
- Enter assumptions data
- Copy a range of cells

**42. You can convert existing excel worksheet data into charts to an HTML document by using**

- FTP wizard
- Internet assistant wizard
- Intranet wizard
- Import wizard

**43. A circular reference is**

- Geometric modeling tool
- A cell that points to a drawing object
- A formula that either directly or indirectly depends on itself
- Always erroneous

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**44. Which of following is Not one of Excel's what-if function?**

- Goal seek
- Solver
- Scenario manager
- Auto Outline

**45. When you insert an excel file into a word document. The data are**

- Hyperlinked placed in a word table
- Linked
- Embedded
- Use the word menu bar and toolbars

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

- Input cells
- Constraints
- Target cell
- Changing cells

**47. Each excel file is called a workbook because**

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

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

- Label
- Value
- Formula
- Text string

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

- Labels, values, and formulas
- Labels and values but not formulas
- Values and formulas but not labels
- Formulas only

**50. All worksheet formula**

- Manipulate values
- Manipulate labels
- Return a formula result
- Use the addition operator

**IQ. How reliable are MCQs in MCQ Sets?**

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

- Multiplication and division exponentiation positive and negative values
- Multiplication and division, positive and negative values, addition and subtraction
- Addition and subtraction, positive and negative values, exponentiation
- All of above

**Q. Will you answer my MCQ Questions in Facebook**

- I don't answer questions in Facebook
- You can post your questions in <http://icttrends.com/forum>
- Answering in Facebook kills my a lot of time
- If you save my time I'll be able to produce more useful materials

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

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

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**53. The numbers in our worksheet look like this: You want them to look like this: \$1,000. How can you accomplish this?**

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

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

- Number
- Character
- Label
- Date/time

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

- Option buttons
- List boxes
- Text boxes
- Combo boxes

- 56. Which of the following options is not located in the Page Setup dialog box?**
- Page Break Preview.
  - Page Orientation
  - Margins
  - Headers and Footers
- 57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?**
- Pie chart
  - Row chart
  - Line chart
  - Column chart
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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?**
- Press Ctrl +Home
  - Press Home
  - Press Shift + Home
  - Press Alt + Home
- 59. Which of the following methods can not be used to edit the contents of a cell?**
- Press the Alt key
  - Clicking the formula bar
  - Pressing the F2 key
  - Double clicking the cell
- 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:**
- Press the Erase key
  - Press Esc
  - Press the Enter button
  - Press the Edit Formula button
- 61. to view a cell comment**
- click the edit comment command on the insert menu
  - click the display comment command on the window menu
  - position the mouse pointer over the cell
  - click the comment command on the view menu
- 62. When you want to insert a blank imbedded excel object in a word document you can**
- Click the object command on the insert menu
  - Click the office links button on the standard toolbar
  - Click the create worksheet button on the formatting toolbar
  - Click the import excel command on the file menu
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- 63. To save a workbook, you:**
- Click the save button on the standard toolbar from the menu
  - Press Ctrl+F5
  - Click Save on the Windows Start button
  - Select Edit>Save
- Q. You can use mcqsets.com for**
- Online quiz
  - MCQ Banks
  - Downloads
  - Subjective Questions & answers
- 64. You can edit a cell by**
- Clicking the formula button
  - Double clicking the cell to edit it in-place
  - Selecting Edit>Edit Cell from the menu
  - None of above
- 65. You can select a single range of cells by**
- 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
  - Pressing the Ctrl key while dragging over the desired cells
  - Pressing the Shift key and an arrow key
  - Dragging over the desired cells
- 66. Which elements of worksheet can be protected from accidental modification**
- Contents
  - Objects
  - Scenarios
  - All of above
- 67. You can use the drag and drop method to**
- Copy cell contents
  - Move cell contents
  - Add cell contents
  - a and b
- Q. Where can you find best quality multiple choice questions?**
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  - prepare.icttrends.com
  - mcqsets.com
- 68. It is acceptable ot let long text flow into adjacent cells on a worksheet when**
- Data will be entered in the adjacent cells
  - No data will be entered in the adjacent cells
  - There is nt suitable abbreviation of the text
  - Tehere is not time to format the next
- 69. How can you delete a record?**
- Delete the column from the worksheet
  - Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
  - Select Data > Delete Record from the menu
  - Click the Delete button on the Standard toolbar
- 70. Right clicking something in Excel:**
- Deletes the object
  - Nothing the right mouse button is there for left handed people
  - Opens a shortcut menu listing everything you can do to the object
  - Selects the object
- 71. Documentation should include**
- Destination and users of the output data
  - Source of input data
  - Information on the purpose of the workbook
  - All of the above
- 72. Files created with Lotus 1-2-3 have an extension**
- DOC
  - XLS
  - 123
  - WK1
- Q. Will you answer my MCQ Questions in Facebook**
- I don't answer questions in Facebook
  - You can post your questions in <http://icttrends.com/forum>
  - Answering in Facebook kills my a lot of time
  - If you save my time I'll be able to produce more useful materials
- 73. To delete an embedded objects, first**
- Double click the object
  - Select the object by clicking it
  - Press the Shift + Delete keys
  - Select it and then press the delete key
- 74. Comments can be added to cells using**
- Edit > Comments
  - Insert > Comments
  - File > Comments
  - View > Comments

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

- Efficiency
- Auditability
- Description
- Clarity

**76. To copy cell contents using drag and drop press the**

- End key
- Shift key
- Ctrl key
- Esc key

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**77. Which of the following is the latest version of Excel**

- Excel 2000
- Excel 2002
- Excel ME
- Excel XP

**78. When you copy a formula**

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

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**79. The autofill feature**

- extends a sequential series of data
- automatically adds range of cell values
- applies a border around the selected cells
- none of the above

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- Yes, do a search in mcqsets.com site
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**80. Which menu option can be used to split windows into two**

- Format > window
- View > window > split
- Window > split
- View > split

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**81. Which of the following is an absolute cell reference?**

- !A!1
- \$A\$1
- #a#1
- A1

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

- " (quote)
- = (equal)
- \_ (underscore)
- ' (apostrophe)

**83. Which symbol must all formula begin with?**

- =
- +
- (
- @

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**84. Which of the following formulas is not entered correctly?**

- =10+50
- =B7\*B1
- =B7+14
- 10+50

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

- =SUM(Sales)-A3
- =SUM(A1:A5)\*.5
- =SUM(A1:A5)/(10-10)
- =SUM(A1:A5)-10

**86. A typical worksheet has .... Number of columns**

- 128
- 256
- 512
- 1024

**87. How many characters can be typed in a single cell in Excel?**

- 256
- 1024
- 32000
- 65535

**I. Where can you find best quality multiple choice questions?**

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- psexam.com
- prepare.icttrends.com
- mcqsets.com

**88. A worksheet can have a maximum of .... Number of rows**

- 256
- 1024
- 32000
- 65535

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**89. Which of the following is not an example of a value?**

- 350
- May 10, 2001
- 0.57
- Serial Number 50771

**90. The chart wizard term data series refers to**

- A chart legend
- A collection of chart data markers
- A set of values you plot in a chart
- A data label

**91. The Chart wizard term data categories refers to;**

- A chart plot area
- A horizontal axis
- The organization of individual values with a chart's data series
- The data range that supply chart data

**92. A worksheet range is a**

- A command used for data modeling
- A range of values such as from 23 to 234
- A group of cells
- A group of worksheets

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

- Accessing
- Referencing
- Updating
- Functioning

**94. Tab scrolling button**

- Allow you to view a different worksheet
- Allow you to view additional worksheet rows down
- Allow you to view additional worksheet columns to the right
- Allow you to view additional sheets tabs

**95. A numeric value can be treated as a label value if it precedes with**

- Apostrophe (&lsquo)
- Exclamation (!)
- Hash (#)
- Ampersand (&)

**96. Concatenation of text can be done using**

- Apostrophe (')
- Exclamation (!)
- Hash (#)
- Ampersand (&)

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**97. Data can be arranged in a worksheet in a easy to understand manner using**

- auto formatting
- applying styles
- changing fonts
- all of above

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

- By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
- By dragging a range of excel data to the word button on the taskbar while pressing Shift key
- By dragging a range of excel data to the word button on the taskbar while pressing Alt key
- None of above

**99. The auto calculate feature**

- Can only add values in a range of cells
- Provides a quick way to view the result of an arithmetic operation on a range of cells
- Automatically creates formulas and adds them to a worksheet
- A and c

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**100. Excel uniquely identifies cells within a worksheet with a cell name**

- Cell names
- Column numbers and row letters
- Column letters and row numbers
- Cell locator coordinates

**101. You can zoom a worksheet**

- With the mouse pointer in Print Preview
- With the zoom button on the Print Preview toolbar
- With the Zoom command on the view menu
- All of the above

**102. You can not link Excel worksheet data to a Word document**

- With the right drag method
- With a hyperlink
- With the copy and paste special commands
- With the copy and paste buttons on the standard toolbar

**103. This type of software is similar to an accountant's worksheet**

- Word processing
- Database
- Spreadsheets
- Graphics

**104. which function will calculate the number of workdays between 6/9/2004 and 8/12/2004?**

- Workday
- Date
- Networkdays
- All of the above

**105. Data marker on a chart are linked to data points in a worksheet, therefore,**

- You can automatically apply formatting to a data series
- You can change the position of a data marker and automatically change the data point value in the worksheet
- You can change a data print value and automatically are draw the chart
- a and b

**101. Where can you find best quality multiple choice questions?**

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**106. When you group worksheets**

- You can enter variable data on multiple worksheets at one time
- You can print more than one worksheet at a time
- You can enter common data, formats, and formulas on multiple worksheets at one time
- b, and c

**107. You can use the format painter multiple times before you turn it off by**

- You can use the format painter button only one time when you click it
- Double clicking the format painter button
- Pressing the Ctrl key and clicking the format painter button
- Pressing Alt key and clicking the format painter button

**108. The default header for a worksheet is**

- Your name
- The date and time
- None
- The sheet tab name

**109. To drag a selected range of data to another worksheet in the same workbook, use the**

- Tab key
- Alt key
- Shift key
- Ctrl key

**110. When creating a vertical page break**

- The active cell must be A1
- The active cell can be anywhere in the worksheet
- The active cell must be in row 1
- The active cell must be in column A

**111. to activate the previous cell in a pre-selected range, press**

- the Alt key
- the Tab key
- the Enter key
- none of above

**10D. Can I download the MCQ banks in MCQSets.com?**

- Yes, do a search in mcqsets.com site
- Yes, some files are offered to download free

**112. When the formula bar is activated, you can see**

- The Edit Formula button
- The Cancel button
- The Enter button
- All of above

**113. In a worksheet you can press Shift+Space to select entire**

- Worksheet
- Row
- Column
- a, b, and c

**114. when you print preview a worksheet**

- the entire worksheet is displayed
- the selected range is displayed
- the active portion of the worksheet is displayed
- a, b and c

**115. You can use mcqsets.com for**

- Online quiz
- MCQ Banks
- Downloads
- Subjective Questions & answers

**116. Weight refers to**

- The group button on the standard toolbar
- The shift key and the mouse
- The ctrl key and mouse
- The alt+enter key

**117. Weight refers to**

- The print density of characters
- The height of the printed character
- Upright or slanted shape
- The design and appearance of characters

**118. When you link data maintained in Excel workbook to a Word document**

- The Word document cannot be edited
- The Word document contains a reference to the original source application
- The word document must contain a hyperlink
- The word document contains a copy of the actual data

**119. When you see a cell with a red triangle in the top right corner, what does this signify?**

- There is an error in the cell
- There is a comment associated with the cell
- The font color for text in the cell is red
- A formula cannot be entered into the cell

**120. To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the**

- Unfreeze panes command on the window menu
- Freeze panes command on the window menu
- Hold titles command on the edit menu
- Split command on the window menu

**121. Which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?**

- Use Ctrl to select all three cells, then click the paste button on the standard toolbar
- Copy the selected cell, then select the other two cells, click style on the Format menu, then click Modify
- Click format painter on the Formatting toolbar twice then click in each cell you want to copy the formatting to
- All of above

**122. Can I download the MCQ banks in MCQSets.com?**

- mcqsets.com has download sections
- The downloads are available as PDF files

**123. To edit data in an embedded Excel worksheet object in a Word document**

- Use the Excel menu bar and toolbars inside the word application
- Edit the hyperlink
- Edit the data in a Excel source application
- Use the Word menu bar and toolbars

**124. Will you answer my MCQ Questions in Facebook**

- I don't answer questions in Facebook
- You can post your questions in <http://icttrends.com/forum>
- Answering in Facebook kills my a lot of time
- If you save my time I'll be able to produce more useful materials

**125. Status indicators are located on the**

- Vertical scroll bar
- Horizontal scroll bar
- Formula bar
- Formatting toolbar

**126. Where can you find best quality multiple choice questions?**

- icttrends.com
- psexam.com
- prepare.icttrends.com
- mcqsets.com

**127. You can open the scenario Manager dialog box by choosing scenarios from the ..... menu.**

- View
- Insert
- Format
- Tools

**128. You can open the Sort dialog box by choosing Sort from the ..... menu**

- View
- Format
- Tools
- Data

**129. How reliable are MCQs in MCQ Sets?**

- I've paid utmost care in correctness
- These are tested questions and answers
- However, if you discover any mistakes
- Mail me at [contact@mcqsets.com](mailto:contact@mcqsets.com)

**130. when working in the page break preview, you can**

- view exactly where each page break occurs
- add or remove page breaks
- change the print area
- all of above

**131. A data map is helpful**

- When you have too much data to chart
- To show a geographic distribution of data
- To compare data points
- To show changes in data over time

**132. Rounding errors can occur**

- When you use multiplication, division or exponentiation in a formula
- When you use addition and subtraction in a formula
- Because Excel uses hidden decimal places in computation
- When you show the results of formulas with different decimal places than the calculated results

**133. You can copy data or formulas**

- With the copy, paste and cut commands on the edit menu
- With commands on a shortcut menu
- With buttons on the standard toolbar
- All of the above

**134. You can activate a cell by**

- Pressing the Tab key
- Clicking the cell
- Pressing an arrow key
- All of above

**135. Which of the following setup options can not be set in the page setup dialog box?**

- Printer selection
- Vertical or horizontal placement
- Orientation
- Row and column titles

- 131. What term refers to a specific set of values saved with the workbook?**
- Range
  - Scenario
  - Trend line
  - What-if analysis
- 132. Got functions? No? You need the insert function dialog box. How do you get it?**
- Right click a cell and then click insert
  - Click the insert menu and then click function
  - Type = in a cell
  - All of the above
- 133. Which of the following describes how to select all the cells in a single column?**
- Right click on column and select Pick from list
  - Use data – text to columns menu item
  - Left click on the gray column title button
  - Pressing Ctrl + A on the keyboard
- 134. when you use the fill effects in the format data series dialog box, you can not**
- rotate text on the chart
  - select a foreground color
  - select a pattern
  - select a background color
- 135. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?**
- Rows and columns
  - Headings
  - Speed
  - None
- Q. Can I download the MCQ banks in MCQSets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - mcqsets.com has download sections
  - The downloads are available as PDF files
- 136. Which of the following is not a basic step in creating a worksheet?**
- Save the workbook
  - Modify the worksheet
  - Enter text and data
  - Copy the worksheet
- 137. What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20?**
- Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows
  - Select the range you want, include both cells, point to fill on the Edit menu, and then click down.
  - Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the Paste button, and then click Paste Special
  - All of above
- Q. You can use mcqsets.com for**
- Online quiz
  - MCQ Banks
  - Downloads
  - Subjective Questions & answers
- 138. To insert three columns between columns D and E you would**
- Select column D
  - Select column E
  - Select columns E, F and G
  - Select columns D, E, and F.
- 139. To center worksheet titles across a range of cell, you must**
- Select the cells containing the title text and use the fill handle to center the text across a range of cells
  - Widen the columns
  - Select the cells containing the title text and use the fill handle to center the text across a range of cells
  - Widen the column
- Q. Where can you find best quality multiple choice questions?**
- icctrends.com
  - psexam.com
  - prepare.icctrends.com
  - mcqsets.com
- 140. When integrating Ms-Word and Excel, Word is usually the**
- Server
  - Source
  - Client
  - None
- 141. Charts tips can**
- Show the formatting of a data label
  - Show the name of a data series
  - Show the value of data point
  - b and c
- 142. The Name box**
- Shows the location of the previously active cell
  - Appears to the left of the formula bar
  - Appears below the status bar
  - Appears below the menu bar
- 143. How do you change column width to fit the contents?**
- Single-click the boundary to the left of the column heading
  - Double click the boundary to the right of the column heading
  - Press Alt and single click anywhere in the column
  - All of above
- Q. How reliable are MCQs in MCQ Sets?**
- I've paid utmost care in correctness
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  - Mail me at [contact@mcqsets.com](mailto:contact@mcqsets.com)
- 144. when you work with large worksheets, you may need to**
- size the worksheet to fit on the specific number of pages
  - add and remove page breaks
  - specify only certain print areas
  - all of above
- 145. Hyperlinks cannot be**
- Special shapes like stars and banners
  - Drawing objects like rectangles ovals
  - Pictures
  - All can be hyperlinks
- 146. You can use the horizontal and vertical scroll bars to**
- Split a worksheet into two panes
  - View different rows and columns
  - Edit the contents of a cell
  - View different worksheets
- 147. What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned mowing lawns over the summer.**
- Spreadsheet program
  - Database program
  - Word processor program
  - Desktop publisher program
- 148. You can add an image to a template by clicking the Insert Picture From File button on the .... Toolbar.**
- Standard
  - Formatting
  - Drawing
  - Picture
- 149. What function displays row data in a column or column data in a row?**
- Hyperlink
  - Index
  - Transpose
  - Rows

- 150. When you insert an Excel file into a Word document, the data are**
- Hyperlinked
  - Placed in a word table
  - Linked
  - Embedded
- Q. Can I download the MCQ banks in MCQSets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - mcqsets.com has download sections
  - The downloads are available as PDF files
- 151. Except for the ..... function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result**
- IF
  - AND
  - OR
  - NOT
- 152. Macros are "run" or executed from the ..... menu.**
- Insert
  - Format
  - Tools
  - Data
- Q. Will you answer my questions if I send them to you?**
- There are some pages in MCQ Sets that offers you the form
  - If you send me questions using the forms in MCQ Sets
  - I will try to include your questions in the respective series
  - Get the most authentic answers for your subjective questions
- 153. You can open the consolidate dialog box by choosing Consolidate from the ..... menu.**
- Insert
  - Format
  - Tools
  - Data
- 154. Each excel file is called a workbook because**
- It can contain text and data
  - It can be modified
  - It can contain many sheets including worksheets and chart sheets
  - You have to work hard to create it
- Q. Where can you find best quality multiple choice questions?**
- icctrends.com
  - psexam.com
  - prepare.icctrends.com
  - mcqsets.com
- 155. Which types of charts can excel produce?**
- Line graphs and pie charts only
  - Only line graphs
  - Bar charts, line graphs and pie charts
  - Bar charts and line graphs only
- 156. How are data organized in a spreadsheet?**
- Lines and spaces
  - Layers and planes
  - Rows and columns
  - Height and width
- Q. How reliable are MCQs in MCQ Sets?**
- I've paid utmost care in correctness
  - However, if you discover any mistakes
- 157. What does the VLOOKUP function do?**
- Looks up text that contain 'v'
  - Checks whether text is the same in one cell as in the next
  - Finds related records
  - All of above
- 158. Gridlines**
- May be turned off for display but turned on for printing
  - May be turned on or off for printing
  - They be turned off for display and printing
  - a, b and c
- 159. You can print only an embedded chart by**
- Moving the chart to a chart sheet before you print.
  - Formatting the chart before you print
  - Selecting the chart before you print
  - a and c
- Q. You can use mcqsets.com for**
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  - MCQ Banks
  - Downloads
  - Subjective Questions & answers
- 160. Which of the following is a correct order of precedence in a formula calculation?**
- Multiplication and division, exponential positive and negative value
  - Multiplication and division, positive and negative values, addition and subtraction
  - Addition and subtraction, positive and negative values, exponentiation
  - None of above
- 161. A function inside another function is called a ..... function.**
- Nested
  - Round
  - Sum
  - Text
- Q. How reliable are MCQs in MCQ Sets?**
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  - These are tested questions and answers
  - However, if you discover any mistakes
  - Mail me at contact@mcqsets.com
- 162. How should you print a selected area of a worksheet, if you'll want to print a different area next time?**
- On the file menu, point to print area, and then click set print area.
  - On the file menu, click print, and then click selection under print what
  - On the view menu, click custom views, then click add
  - All of above
- 163. Your German supplier still invoices for parts in deutsche marks. How can you have Excel convert those sums to Euros?**
- On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.
  - On the tools menu, click Add-Ins, and select the Euro Currency Tools check box
  - Apply a selected background color
  - All of above
- 164. Which function calculates your monthly mortgage payment?**
- PMT (payments)
  - NPER (number of periods)
  - PV (present value)
  - All of above
- Q. Can I download the MCQ banks in MCQSets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - The downloads are available as PDF files
- 165. If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?**
- Point to speech on the tools menu, and then click show text to speech toolbar.
  - Click validation on the data menu
  - Point to speech on the tools menu, and then click speech recognition
  - All of above
- 166. Which of the following methods can not be used to enter data in a cell?**
- Pressing an arrow key
  - Pressing the tab key
  - Pressing the Esc key
  - Clicking the enter button to the formula bar

- 167. Which of the following will not set text in selected cells to italics?**
- Pressing Ctrl + I on the keyboard
  - Using the Tools – Wizard – Web Form menu item
  - Using the Format – Cells – Font menu item
  - None of the above
- 168. Which of the following methods cannot be used to edit the content of cell?**
- Pressing the Alt key
  - Clicking the formula bar
  - Pressing F2
  - Double clicking the cell
- 169. Which of the following is not an option in the spelling dialog box?**
- Edit
  - Ignore
  - Ignore all
  - Change
- 170. You can quickly change the appearance of your work by choosing Auto Format from the .... Menu**
- Edit
  - View
  - Format
  - Tools
- 171. To protect a worksheet, you can choose Protection and the Protect Sheet from the ..... menu**
- Edit
  - Format
  - Tools
  - Data
- Q. Where can you find best quality multiple choice questions?**
- icctrends.com
  - psexam.com
  - prepare.icctrends.com
  - mcqsets.com
- 172. You can open the Highlight Changes dialog box by choosing Track Changes from the .... Menu.**
- Edit
  - Insert
  - Format
  - Tools
- 173. Which of the following is not a worksheet design criterion?**
- Efficiency
  - Auditability
  - Description
  - Clarity
- Q. How reliable are MCQs in MCQ Sets?**
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  - These are tested questions and answers
  - However, if you discover any mistakes
  - Mail me at contact@mcqsets.com
- 174. To copy cell contents using drag and drop, press the**
- End key
  - Shift key
  - Esc key
  - None of above
- 175. If you press ....., the cell accepts your typing as its contents.**
- Enter
  - Ctrl + Enter
  - TAB
  - Insert
- 176. The autofill feature**
- Extends a sequential series of data
  - Automatically adds a range of cell values
  - Applies a boarder around selected cells
  - None of above
- 177. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?**
- F3
  - F5
  - F7
  - F11
- Q. You can use mcqsets.com for**
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  - Downloads
  - Subjective Questions & answers
- 178. you can use the formula palette to**
- format cells containing numbers
  - create and edit formulas containing functions
  - entered assumptions data
  - copy a range of cells
- 179. What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed**
- Format Report
  - Pivot Table
  - Refresh Data
  - Show Detail
- 180. What is an expression that tells how the numbers in a determined set of cells are to be calculated?**
- Formula
  - Field
  - Data
  - Query Correct Answer:
- 181. "Qtr 1, Qtr 2, Qtr 3" is an example of a**
- Formula
  - Function
  - Series
  - Syntax
- Q. Can I download the MCQ banks in MCQSets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - mcqsets.com has download sections
  - The downloads are available as PDF files
- 182. You can edit existing Excel data by pressing the**
- F1 key
  - F2 key
  - F3 key
  - F4 key
- 183. 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 ....**
- G1-G10
  - B1.G10
  - B1;G10
  - B1:G10
- 184. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?**
- Go to File-Save As – Save As Type – Excel worksheet
  - Right click on the spreadsheet tab and select DELETE
  - Right click on the spreadsheet and select Insert – Entire Column
  - None of above
- 185. What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?**
- Goal Seek
  - Scenario Summary report
  - Forecasting
  - Trend line
- Q. Will you answer my questions if I send them to you?**
- There are some pages in MCQ Sets that offers you the form
  - If you send me questions using the forms in MCQ Sets
  - I will try to include your questions in the respective series
  - Get the most authentic answers for your subjective questions

- 186. what term describes a background that appears as a grainy, non smooth surface**
- gradient
  - pattern
  - solid
  - texture
- 187. Excel is a**
- Graphic program
  - None of these
  - Word processor
  - A spreadsheet
- Q. Where can you find best quality multiple choice questions?**
- icctrends.com
  - psexam.com
  - prepare.icctrends.com
  - mcqsets.com
- 188. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called**
- HTML
  - Pivot Table Field List
  - Pivot Table List
  - Pivot Table Report
- 189. Which of the following is not a valid Zoom percentage in Excel?**
- 10
  - 100
  - 300
  - 500
- 190. The spelling tool is placed on \_\_\_\_\_ toolbar**
- Standard
  - Formatting
  - Drawing
  - Reviewing
- Q. Will you answer my questions if I send them to you?**
- There are some pages in MCQ Sets that offers you the form
  - If you send me questions using the forms in MCQ Sets
  - I will try to include your questions in the respective series
  - Get the most authentic answers for your subjective questions
- 191. If you need a text to show vertically in a cell. How will you achieve this?**
- Choose Vertical on Text alignment in Format Cells dialog box
  - Choose 90 Degrees in Orientation of Format Cells dialog box
  - Choose Distributed from the Vertical drop down list of Format Cells dialog box
  - Choose Center Across Selection from Horizontal combo box in Format Cells dialog box
- 192. Can you set 0.5 inch left indentation for a cell in Excel?**
- Excel does not have indentation feature
  - You can specify indentation only if you turn the rulers on
  - Indentation can be set from Format Cells dialog box
  - The indentation can be specified only when printing
- 193. You can automatically adjust the size of text in a cell if they do not fit in width by**
- Double clicking on the right border of column header
  - From Format choose Columns and then Autofit Selection
  - From Format Cells dialog box mark Shrink to fit check box
  - All of above
- lgs. You can use mcqsets.com for**
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  - MCQ Banks
  - Subjective Questions & answers
- 194. Formatting a cell in Currency, you can specify**
- Decimal Places
  - Currency Symbol
  - Both of above
  - None of above
- 195. Formatting a cell in Number format you can't set**
- Decimal Places
  - Use 1000 separator
  - Negative numbers
  - Currency Symbol
- 196. What is entered by the function =today()**
- The date value for the day according to system clock
  - The time value according to system clock
  - Today's date as Text format
  - All of above
- 197. Which function will you use to enter current time in a worksheet cell?**
- =today()
  - =now()
  - =time()
  - =currentTime()
- 198. Special category of Number tab in Format Cells dialog box can be used to apply formats like**
- Zip Code
  - Phone Number
  - Both of above
  - None of above
- 199. Merge cells option can be applied from**
- Format Cells dialog box Alignment Tab
  - Formatting toolbar
  - Both of above
  - None of above
- 200. Can I download the MCQ banks in MCQsets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - The downloads are available as PDF files
- 200. Pre-made sheet formats like Simple, Classic, Accounting, Colorful et can be applied from**
- from Fromat >> Cells
  - from Format >> Autoformat
  - from Table >> Autoformat
  - All of above
- 201. Which of the following format you can decide to apply or not in AutoFormat dialog box?**
- Number format
  - Border format
  - Font format
  - All of above
- 202. How can you remove borders applied in cells?**
- Choose None on Border tab of Format cells
  - Open the list on Border tool in Formatting toolbar then choose first tool (no border)
  - Both of above
  - None of above
- 203. Where can you set the shedding color for a range of cells in Excel?**
- Choose required color form Patterns tab of Format Cells dialog box
  - Choose required color on Fill Color tool in Formatting toolbar
  - Choose required color on Fill Color tool in Drawing toolbar
  - All of above
- 204. You can set Page Border in Excel from**
- From Border tab in Format Cells dialog box
  - From Border tool in Formatting toolbar
  - From Line Style tool in Drawing toolbar
  - You can not set page border in Excel

- 205. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply**
- Use =if() function to format the required numbers red
  - Apply Conditional Formatting command on Format menu
  - Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
  - All of above
- SIQ. Where can you find best quality multiple choice questions?**
- icctrends.com
  - psexam.com
  - prepare.icctrends.com
  - mcqsets.com
- 206. You can check the conditions against \_\_\_\_\_ when applying conditional formatting**
- Cell value
  - Formula
  - Both of above
  - None of above
- 207. Which of the following is not true regarding Conditional Formatting?**
- You can add more than one condition to check
  - You can set condition to look for Bold and apply Italics on them.
  - You can apply Font, border and pattern formats that meets the specified conditions
  - You can delete any condition from Conditional Formatting dialog box if it is not required
- 208. Which of the following is invalid statement?**
- Sheet tabs can be colored
  - Some picture can be applied as a background of a sheet
  - You can set the column width automatically fit the amount of text
  - The width of a row and be specified manually or fit automatically
- 209. You can use the formula palette to**
- format cells containing numbers
  - create and edit formula containing functions
  - enter assumptions data
  - copy a range of cells
- 210. When a range is selected, how can you activate the previous cell?**
- Press the Alt key
  - Press Tab
  - Press Enter
  - None of above
- Q. Will you answer my questions if I send them to you?**
- If you send me questions using the forms in MCQ Sets
  - I will try to include your questions in the respective series
- 211. Which tool you will use to join some cells and place the content at the middle of joined cell?**
- From Format Cells dialog box click on Merge Cells check box
  - From Format Cells dialog box select the Centered alignment
  - From Format Cells dialog box choose Merge and Center check box
  - Click on Merge and Center tool on formatting toolbar
- 212. Tab scroll buttons are place on Excel screen**
- towards the bottom right corner
  - towards the bottom left corner
  - towards the top right corner
  - towards the top left corner
- 213. The Name box on to the left of formula bar**
- shows the name of workbook currently working on
  - shows the name of worksheet currently working on
  - shows the name of cell or range currently working on
  - None of above
- 214. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?**
- work sheet
  - chart sheet
  - module sheet
  - data sheet
- 215. Which of the following is not the correct method of editing the cell content?**
- Press the Alt key
  - Press the F2 key
  - Click the formula bar
  - Double click the cell
- 216. You can merge the main document with data source in Excel. In mail merge operation, Word is usually**
- server
  - source
  - client
  - none
- Q. Can I download the MCQ banks in MCQSets.com?**
- Yes, do a search in mcqsets.com site
  - Yes, some files are offered to download free
  - mcqsets.com has download sections
  - The downloads are available as PDF files
- 217. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?**
- F8
  - F9
  - F10
  - F11
- 218. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?**
- Custom List
  - Auto Fill Options
  - Fill Across Worksheet
  - Fill Series
- Q. How reliable are MCQs in MCQ Sets?**
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  - Mail me at contact@mcqsets.com
- 219. Where can you change automatic or manual calculation mode in Excel?**
- Double CAL indicator on status bar
  - Go to Tools >> Options >> Calculation and mark the corresponding radio button
  - Both of above
  - None of above
- 220. How can you show or hide the gridlines in Excel Worksheet?**
- Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
  - Click Gridline tool on Forms toolbar
  - Both of above
  - None of above
- 221. Which of the following Excel screen components can NOT be turned on or off?**
- Formula Bar
  - Status Bar
  - Tool Bar
  - None of above
- 222. What happens when you press Ctrl + X after selecting some cells in Excel?**
- The cell content of selected cells disappear from cell and stored in clipboard
  - The cells selected are marked for cutting
  - The selected cells are deleted and the cells are shifted left
  - The selected cells are deleted and cells are shifted up
- 223. Which of the following option is not available in Paste Special dialog box?**
- Add
  - Subtract
  - Divide
  - SQRT

**224. Which command will you choose to convert a column of data into row?**

- Cut and Paste
- Edit >> Paste Special >> Transpose
- Both of above
- None of above

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

- data will be entered in the adjacent cells
- no data will be entered in the adjacent cells
- there is no suitable abbreviation for the text
- there is not time to format the text

**226. Which of the cell pointer indicates you that you can make selection?**

- Doctor's symbol (Big Plus)
- small thin plus icon
- Mouse Pointer with anchor at the tip
- None of above

**227. Which of the cell pointer indicates that you can fill series?**

- Doctor's symbol (Big Plus)
- small thin plus icon
- Mouse Pointer with anchor at the tip
- None of above

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**228. Which of the cell pointer indicate that you can move the content to other cell?**

- Doctor's symbol (Big Plus)
- small thin plus icon
- Mouse Pointer with anchor at the tip
- None of above

**229. You can auto fit the width of column by**

- double clicking on the column name on column header
- Double click on the cell pointer in worksheet
- Double clicking on column right border on column header
- Double clicking on the column left border of column header

**230. Long text can be broken down into many lines within a cell. You can do this through**

- Wrap Text in Format >> Cells
- Justify in Edit >> Cells
- Text Wrapping in Format >> Cells, Layout tab
- All of above

**231. MS Excel provides the default value for step in Fill Series dialog box**

- 0
- 1
- 5
- 10

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**232. When a row of data is to be converted into columns**

- Copy the cells in row, select the same number of cells in row and paste
- Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
- Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
- Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK.

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**233. Ctrl + D shortcut key in Excel will**

- Open the font dialog box
- Apply double underline for the active cell
- Fill down in the selection
- None of above

**234. The short cut key Ctrl + R is used in Excel to**

- Right align the content of cell
- Remove the cell contents of selected cells
- Fill the selection with active cells to the right
- None of above

**235. The command Edit >> Fill Across Worksheet is active only when**

- One sheet is selected
- When many sheets are selected
- When no sheet is selected
- None of above

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**236. Which of the following series type is not valid for Fill Series dialog box?**

- Linear
- Growth
- Autofill
- Time

**237. Which of the following you can paste selectively using Paste Special command?**

- Validation
- Formats
- Formulas
- All of above

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**238. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?**

- Square
- Percentage
- Goal Seek
- Divide

**239. Edit >> Delete command**

- Deletes the content of a cell
- Deletes Formats of cell
- Deletes the comment of cell
- Deletes selected cells

**240. To remove the content of selected cells you must issue \_\_\_\_\_ command**

- Edit >> Delete
- Edit >> Clear >> Contents
- Edit >> Clear >> All
- Data >> Delete

**241. The Delete key of keyboard is assigned to which command in Excel?**

- Edit >> Clear >> Contents
- Edit >> Clear >> All
- Edit >> Delete
- All of above

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**242. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must**

- From Edit menu choose Clear and then Formats
- From Edit menu choose Delete
- Click on Remove Formatting tool on Standard Toolbar
- Double click the Format Painter and then press Esc key in keyboard

**243. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?**

- Right click on Sheet Tab of third sheet and choose Delete from the context menu
- Click on Sheet 3 and from Edit menu choose Delete
- Both of above
- None of above

**244. Which of the following action removes a sheet from workbook?**

- Select the sheet, then choose Edit >> Delete Sheet
- Select the sheet then choose Format >> Sheet >> Hide
- Both of above
- None of above

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**245. While Finding and Replacing some data in Excel, which of the following statement is valid?**

- You can Find and Replace within the sheet or workbook
- Excel does not have option to match case for find
- Both are valid
- None are valid

**246. Which of the following is not true about Find and Replace in Excel**

- You can search for bold and replace with italics
- You can decide whether to look for the whole word or not
- You can search in formula too
- You can search by rows or columns or sheets

**247. You can move a sheet from one workbook into new book by**

- From Edit menu choose Move or Copy sheet, mark the Create a ccopy and Click OK
- From Edit menu choose Move of Copy then choose (Move to end) and click OK
- From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
- None of above

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**248. What is the short cut key to replace a data with another in sheet?**

- Ctrl + R
- Ctrl + Shift + R
- Ctrl + H
- Ctrl + F

**249. Comments put in cells are called .....**

- Smart Tip
- Cell Tip
- Web Tip
- Soft Tip

**250. Comments can be added to cells using .....**

- Edit -> Comments
- Insert -> Comment
- File -> Comments
- View -> Comments

**251. Which menu option can be used to split windows into two?**

- Format -> Window
- View -> Window-> Split
- Window -> Split
- View -> Split

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

- Accessing
- Referencing
- Updating
- Functioning

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

- Number
- Character
- Label
- Date/Time

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

- Contents
- Objects
- Scenarios
- All of the above

**255. A numeric value can be treated as label value if ..... precedes it.**

- Apostrophe (')
- Exclamation (!)
- Hash (#)
- Tilde (~)

**256. Concatenation of text can be done using**

- Apostrophe (')
- Exclamation (!)
- Hash (#)
- Ampersand (&)

**257. Which area in an Excel window allows entering values and formulas?**

- Title Bar
- Menu Bar
- Formula Bar
- Standard Tool Bar

**258. Multiple calculations can be made in a single formula using.....**

- Standard Formulas
- Array Formula
- Complex Formulas
- Smart Formula

**259. An Excel Workbook is a collection of .....**

- Workbooks
- Worksheets
- Charts
- Worksheets and Charts

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**260. What do you mean by a Workspace?**

- Group of Columns
- Group of Worksheets
- Group of Rows
- Group of Workbooks

**261. MS-EXCEL is based on .....**

- WINDOWS
- DOS
- UNIX
- OS/2

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**262. In EXCEL, you can sum a large range of data by simply selecting a tool button called .....**

- AutoFill
- Auto correct
- Auto sum
- Auto format

**263. To select an entire column in MS-EXCEL, press?**

- CTRL + C
- CTRL + Arrow key
- CTRL + S
- None of the above

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**264. To return the remainder after a number is divided by a divisor in EXCEL we use the function?**

- ROUND ( )
- FACT ( )
- MOD ( )
- DIV ( )

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

- Pmt
- Average
- Max
- Sum

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

- Delete contents
- Delete notes
- Delete cells
- Delete formats

**267. Microsoft Excel is a powerful.....**

- Word processing package
- Spreadsheet package
- Communication S/W Package
- DBMS package

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

- Data, Sort
- Data, Form
- Data, Table
- Data Subtotals

**269. Which Chart can be created in Excel?**

- Area
- Line
- Pie
- All of the above

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

- 5430
- 5436.8
- 5436.8
- 6.8

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

- date ( )
- Today ( )
- now ( )
- time ( )

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

- date ( )
- Today ( )
- now ( )
- time ( )

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**273. How do you wrap the text in a cell?**

- Format, cells, font
- Format, cells, protection
- format, cells, number
- Format, cells, alignment

**274. What does COUNTA ( ) function do?**

- counts cells having alphabets
- counts empty cells
- counts cells having number
- counts non-empty cells

**275. What is the short cut key to highlight the entire column?**

- Ctrl+C
- Ctrl+Enter
- Ctrl+Page Up
- Ctrl+Space Bar

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

- \$
- \*
- %
- &

**277. Excel displays the current cell address in the .....**

- Formula bar
- Status Bar
- Name Box
- Title Bar

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**278. What is the correct way to refer the cell A10 on sheet3 from sheet1?**

- sheet3!A10
- sheet1!A10
- Sheet3.A10
- A10

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**279. Which language is used to create macros in Excel?**

- Visual Basic
- C
- Visual C++
- Java

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

- Cells
- Rows
- Columns
- Document

**281. How many worksheets can a workbook have?**

- a. 3
- b. 8
- c. 255
- d. none of above

**282. Which would you choose to create a bar diagram?**

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

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

- a. Paper
- b. Margin
- c. Layout
- d. Orientation

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**284. 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

**285. The spelling dialog box can be invoked by choosing spelling from \_\_\_\_\_ menu.**

- a. insert
- b. file
- c. tools
- d. view

**286. Which key do you press to check spelling?**

- a. F3
- b. F5
- c. F7
- d. F9

**287. 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

**288. We can save and protect the workbook by**

- a. Write Reservation Password
- b. Protection Password
- c. Read-only Recommended
- d. Any of the above

**289. The first cell in EXCEL worksheet is labeled as**

- a. AA
- b. A1
- c. Aa
- d. A0

**290. What happens when dollar signs (\$) are entered in a cell address? (e.g. \$A\$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.

**291. 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

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**292. 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

**293. 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

**294. 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.

**295. 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.

**296. A \_\_\_\_\_ is a grid with labeled columns and rows.**

- a. Dialog box
- b. Worksheet
- c. Clipboard
- d. Toolbar

**297. 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.

**298. 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

**299. B7:B9 indicates:**

- a. Cells B7 and cell B9 only.
- b. Cells B7 through B9.
- c. Cell B8 only.
- d. None of the above.

**300. The Cancel and Enter buttons appear in the:**

- a. Title bar
- b. Formula bar
- c. Menu bar
- d. Sheet tabs

**301. MS-EXCEL can be used to automate**

- a. Financial statements, Business forecasting
- b. Transaction registers, inventory control
- c. Accounts receivable, accounts payable
- d. Any of the above

**302. NOT, AND, OR and XOR are**

- a. Logical Operators
- b. Arithmetic operators
- c. Relational operators
- d. None of the above

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**303. In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a**

- calendar
- photograph of rainfall
- chart showing rainfall amounts
- database of rainfall

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**304. You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be:**

- word processing
- spreadsheet
- database
- graphics

**305. You are editing an worksheet that you had previously saved. You want to save the edited sheet without losing the original one, which command should you use?**

- New
- Save As
- Edit
- Save

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**306. If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?**

- Re-format the spreadsheet
- Insert a row
- Increase the column width
- Use the spacebar

**307. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in .....**

- ascending order
- descending order
- alphabetical order
- random order

**308. In order to perform a calculation in a spreadsheet, you need to use a:**

- table
- formula
- field
- variable

**309. The box on the chart that contains the name of each individual record is called the \_\_\_\_\_.**

- cell
- title
- axis
- legend

**310. If you want all of the white cats grouped together in the database, you need to sort by \_\_\_\_\_.**

- Color, then Gender
- Pet Type, then Color
- Pet Type, then Gender
- Color, then Pet Name

**311. You accidentally erased a record in the sheet. What command can be used to restore it immediately?**

- Insert
- Copy
- Undo
- Replace

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**312. Where a row and a column meet, what do you call that?**

- A cell
- A block
- A box
- None of the above

**313. How do you tell one cell from another?**

- By numbers
- By letters
- By its address
- by color

**314. Give me an example of a cell address.**

- 11 25
- 911
- 41A
- A21

**315. Which is an example of a formula?**

- =A1+A2
- =add(A1:A2)
- A1+A2
- SUM(A1:A2)

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**316. Which is an example of a function?**

- =add(A1:A2)
- =A1+A2
- =SUM(A1:A2)
- A1+A2

**317. What is the symbol for multiplying?**

- >
- /
- !
- \*

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**318. What is the symbol for dividing?**

- A ./
- %
- &
- #

**319. A function inside another function is called \_\_\_\_\_**

- Nested function
- Round function
- Sum function
- Text function

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

- Double
- Single Accounting
- Double Accounting
- Single Engineering

**321. Formulas in Excel start with**

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

**322. The default header for a worksheet is**

- a. Username
- b. Date and Time
- c. Sheet tab Name
- d. None

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

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

**324. 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

**325. The cell reference for cell range of G2 to M12 is \_\_\_\_\_**

- a. G2.M12
- b. G2;M12
- c. G2:M12
- d. G2-M12

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

- a. F2
- b. F4
- c. F8
- d. F11

**327. The Software which contains rows and columns is called \_\_\_\_\_**

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

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**328. 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

**329. 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

**330. 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

**331. 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

**332. 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

**333. 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.

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

- a. //
- b. FR
- c. Zero
- d. Zero Space

**335. 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)

**336. 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

**337. 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

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

- a. CTRL + D
- b. CTRL + T
- c. CTRL + ;
- d. CTRL + /

**339. 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

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**340. What is the shortcut key to hide entire column?**

- a. CTRL + -
- b. CTRL + 0
- c. CTRL + H
- d. CTRL + C

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

- (A9, A99)
- (A9 to A99)
- (A9 : A99)
- (A9 – A99)

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**342. Selecting the Column G & H then choose Insert->Column, What will happen?**

- 2 Columns will be inserted after Column F
- 2 Columns will be inserted after Column G
- 2 Columns will be inserted after Column H
- 2 Columns will be inserted after Column I

**343. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell.**

- The Settings tab under the menu Format -> Cells
- The Settings tab under the menu Data -> Validation
- The Settings tab under the menu Data -> Filter -> Advanced Filter
- the Settings tab under the menu Format -> Conditional Formatting

**344. Clear the contents by pressing "DELETE" key from a keyboard will clear**

- Text Only
- Format Only
- Contents Only
- Both Contents and Format

**345. Which of the following shortcuts can be used to insert a new line in the same cell?**

- Enter
- Alt + Enter
- Ctrl + Enter
- Shift + Enter

**346. What is the quickest way to select entire worksheet?**

- Choose Edit -> Select all from the Menu
- Click on the first column, press Ctrl, and then click on the last column
- Click on the first column, press Shift, and then click on the last column
- Click on the rectangle box on the upper left corner where column headings and row headings meet

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**347. A smart tag will be removed from a cell when**

- the cell is moved
- the cell is hidden
- the data in the cell is changed or deleted
- the formatting of the cell is changed

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

- Enclose the number in brackets
- Place the character T before the number
- Place the character TX before the number
- Apply the Text format in the cell and type the numbers

**349. Which of the following is correct syntax in Excel?**

- =IF(LogicalTest, TrueResult, FalseResult)
- =IF(LogicalTest, (TrueResult, FalseResult))
- =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

**350. Which of the following is correct?**

- =POWER(2^3)
- =POWER(2,3)
- =POWER(2#3)
- =POWER(2\*3)

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

- 2 Rows will be inserted after Row 4
- 2 Rows will be inserted after Row 5
- 2 Rows will be inserted after Row 6
- 2 Rows will be inserted after Row 7

**Q. How reliable are MCQs in MCQ Sets?**

- These are tested questions and answers
- However, if you discover any mistakes
- Mail me at [contact@mcqsets.com](mailto:contact@mcqsets.com)

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

- Fraction
- Number
- Text
- Date

**353. If the values in A1 is "MCQ" and B1 is "Questions", which function will return "MCQ@Questions" in cell C1?**

- =A1 + "@" + B1
- =A1 # "@" # B1
- =A1 & "@" & B1
- =A1 \$ "@" \$ B1

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

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

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

- AUTOEXEC Folder
- AUTOSTART Folder
- EXCELSTART Folder
- XLSTART Folder

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

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

**357. Worksheet can be renamed by**

- Adding ? symbol at the end of filename while saving workbook
- Click on Worksheet tab by Holding CTRL Key and type new name
- Double Click on the Worksheet tab and type new name
- Worksheet cannot be renamed

**358. What is the shortcut key to hide entire row?**

- CTRL + H
- CTRL + R
- CTRL + 9
- CTRL + -

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

- F2
- Alt + F2
- Ctrl + F2
- Shift + F2

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

- Zero Formatting
- Conditional Formatting
- Compare Formatting
- Negative Formatting

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

- F11
- Alt + F11
- Ctrl + F11
- Shift + F11

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

- a. XFD
- b. XFX
- c. XFL
- d. XFT

**Q. Where can you find best quality multiple choice questions?**

- a. icttrends.com
- b. psexam.com
- c. prepare.icttrends.com
- d. mcqsets.com

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

- a. 254
- b. 255
- c. 256
- d. No Limit

**Q. Will you answer my questions if I send them to you?**

- a. There are some pages in MCQ Sets that offers you the form
- b. If you send me questions using the forms in MCQ Sets
- c. I will try to include your questions in the respective series
- d. Get the most authentic answers for your subjective questions

**364. "New Comment" option can be found under \_\_\_\_\_ tab**

- a. Insert
- b. Data
- c. Review
- d. View

**365. In Excel, by default Numeric Values appears in**

- a. Left aligned
- b. Right aligned
- c. Center aligned
- d. Justify aligned

**Q. You can use mcqsets.com for**

- a. Online quiz
- b. MCQ Banks
- c. Downloads
- d. Subjective Questions & answers

**366. 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

**Q. How to download files from MCQ Sets?**

- a. Find the respective page in the site mcqsets.com
- b. Find the download link in that page
- c. Right click the link and choose Save Target as
- d. Choose the save location in your computer.

**367. 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

**368. In Excel \_\_\_\_\_ may not contain in Formula**

- a. Text Constant
- b. Number Constant
- c. Circular Reference
- d. All of them

**Q. Can I download the MCQ banks in MCQsets.com?**

- a. Yes, do a search in mcqsets.com site
- b. Yes, some files are offered to download free
- c. mcqsets.com has download sections
- d. The downloads are available as PDF files


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## Microsoft Excel Online MCQ Quiz Set 06

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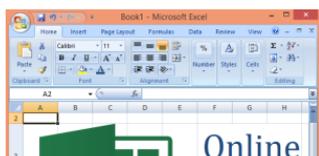
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Welcome to yet another Microsoft Excel online MCQ quiz. This is the sixth set in the series and we are presenting 400+ multiple choice questions from Microsoft Excel alone. I've put enough effort to compile and present this MCQ quiz so that it is most reliable and error free. However, if anything skipped and you [...]

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# Answers

1 - c	2 - a	3 - d	4 - d	5 - c	6 - a	7 - d	8 - b	9 - b	10 - a
11 - a	12 - d	13 - d	14 - d	15 - b	16 - b	17 - b	18 - d	19 - b	20 - b
21 - d	22 - d	23 - a	24 - d	25 - d	26 - b	27 - b	28 - c	29 - b	30 - a
31 - d	32 - c	33 - a	34 - a	35 - d	36 - d	37 - d	38 - d	39 - a	40 - b
41 - b	42 - b	43 - c	44 - d	45 - b	46 - a	47 - c	48 - b	49 - a	50 - c
51 - d	52 - d	53 - c	54 - b	55 - c	56 - a	57 - c	58 - a	59 - a	60 - b
61 - c	62 - a	63 - a	64 - b	65 - d	66 - d	67 - d	68 - b	69 - b	70 - c
71 - d	72 - c	73 - d	74 - b	75 - c	76 - c	77 - d	78 - b	79 - d	80 - c
81 - b	82 - d	83 - a	84 - d	85 - a	86 - b	87 - d	88 - d	89 - d	90 - b
91 - b	92 - c	93 - b	94 - d	95 - a	96 - d	97 - d	98 - a	99 - b	100 - c
101 - d	102 - d	103 - c	104 - d	105 - b	106 - d	107 - b	108 - c	109 - b	110 - c
111 - d	112 - d	113 - d	114 - d	115 - c	116 - a	117 - b	118 - b	119 - b	120 - c
121 - a	122 - c	123 - d	124 - d	125 - d	126 - b	127 - a	128 - d	129 - d	130 - a
131 - b	132 - b	133 - c	134 - a	135 - c	136 - d	137 - a	138 - c	139 - c	140 - c
141 - d	142 - b	143 - b	144 - d	145 - d	146 - b	147 - a	148 - d	149 - c	150 - b
151 - a	152 - c	153 - d	154 - c	155 - c	156 - c	157 - c	158 - d	159 - d	160 - d
161 - a	162 - b	163 - b	164 - a	165 - a	166 - c	167 - b	168 - a	169 - a	170 - c
171 - c	172 - d	173 - c	174 - d	175 - a	176 - a	177 - d	178 - b	179 - c	180 - a
181 - c	182 - b	183 - d	184 - b	185 - d	186 - a	187 - d	188 - d	189 - d	190 - a
191 - b	192 - c	193 - c	194 - c	195 - d	196 - a	197 - b	198 - c	199 - a	200 - b
201 - d	202 - c	203 - d	204 - d	205 - b	206 - c	207 - b	208 - d	209 - b	210 - d
211 - d	212 - b	213 - c	214 - d	215 - a	216 - c	217 - b	218 - a	219 - b	220 - c
221 - d	222 - b	223 - d	224 - b	225 - b	226 - a	227 - b	228 - c	229 - c	230 - a
231 - b	232 - d	233 - c	234 - c	235 - b	236 - d	237 - d	238 - d	239 - d	240 - b
241 - a	242 - a	243 - a	244 - a	245 - a	246 - d	247 - c	248 - c	249 - b	250 - b
251 - c	252 - b	253 - b	254 - d	255 - a	256 - d	257 - c	258 - b	259 - d	260 - d
261 - a	262 - c	263 - d	264 - c	265 - a	266 - c	267 - b	268 - a	269 - d	270 - b
271 - c	272 - b	273 - d	274 - d	275 - d	276 - a	277 - c	278 - a	279 - a	280 - d
281 - d	282 - b	283 - b	284 - c	285 - c	286 - c	287 - d	288 - d	289 - b	290 - a
291 - d	292 - b	293 - c	294 - d	295 - d	296 - b	297 - d	298 - d	299 - b	300 - b
301 - d	302 - a	303 - c	304 - b	305 - b	306 - b	307 - b	308 - b	309 - d	310 - b
311 - c	312 - a	313 - c	314 - d	315 - a	316 - c	317 - d	318 - a	319 - a	320 - d
321 - b	322 - d	323 - c	324 - a	325 - c	326 - d	327 - c	328 - b	329 - b	330 - d
331 - d	332 - a	333 - c	334 - d	335 - a	336 - d	337 - b	338 - c	339 - d	340 - b
341 - c	342 - a	343 - b	344 - c	345 - b	346 - d	347 - c	348 - d	349 - a	350 - b
351 - a	352 - d	353 - c	354 - b	355 - d	356 - b	357 - c	358 - c	359 - d	360 - b
361 - d	362 - a	363 - b	364 - c	365 - b	366 - a	367 - b	368 - c		