COMPUTER MS EXCEL TEST-PART-1 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ **1. Which of the following is an Excel file extension?** *   1/1

○ A) .doc

◉ B) .xls   ✓

○ C) .ppt

○ D) .txt

✓ **2. What is the intersection of a row and a column called?** *   1/1

◉ A) Cell   ✓

○ B) Box

○ C) Table

○ D) Field

✓ **3. Which key is used to activate the 'Go To' dialog box?** *   1/1

○ A) F1

⦿ B) F5   ✓

○ C) F7

○ D) F12

✓ **4. What is the shortcut to select an entire column?** *   1/1

⦿ A) Ctrl + Spacebar   ✓

○ B) Shift + Spacebar

○ C) Ctrl + C

○ D) Alt + C

✓ **5. Which function is used to calculate the total of a range of cells?** *   1/1

○ A) AVERAGE

○ B) MAX

⦿ C) SUM   ✓

○ D) COUNT

?

6. Which symbol must all formulas in Excel begin with? *   1/1

○ A) +

○ B) −

◉ C) =   ✓

○ D) *

7. To make a cell reference absolute, what symbol is used? *   1/1

○ A) #

○ B) @

◉ C) $ ✓

○ D) %

8. Which tab is used to insert a Chart in Excel? *   1/1

○ A) Home

◉ B) Insert   ✓

○ C) Page Layout

○ D) Data

9. What does 'AVERAGE' function do? * 1/1

○ A) Adds all numbers in a range

○ B) Finds the middle number in a range

● C) Calculates the arithmetic mean of a range of numbers ✓

○ D) Counts the number of cells with numbers

10. Which Excel feature allows you to quickly fill a series of data (e.g., numbers, dates)? *1/1

○ A) AutoCorrect

● B) AutoFill ✓

○ C) AutoSum

○ D) AutoFilter

11. What is the default alignment for numbers in an Excel cell? * 1/1

○ A) Left

● B) Right ✓

○ C) Center

○ D) Justify

12. Which function is used to find the largest value in a range of cells? * 1/1

○ A) SUM

○ B) MIN

● C) MAX ✓

○ D) LARGE

13. What is the shortcut to create a new workbook in Excel? * 1/1

● A) Ctrl + N ✓

○ B) Ctrl + O

○ C) Ctrl + S

○ D) Ctrl + P

14. What does the 'COUNT' function do? * 1/1

○ A) Counts the number of cells that are not empty

● B) Counts the number of cells that contain numbers ✓

○ C) Counts the number of cells that contain text

○ D) Counts the number of cells that contain formulas

15. Which view shows you how your worksheet will look when printed? *   1/1

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

16. What is a collection of worksheets called? *   1/1

- A) Workbook ✓
- B) Document
- C) File
- D) Folder

17. What is the purpose of conditional formatting? *   1/1

- A) To automatically correct errors in data
- B) To apply formatting to cells based on their content ✓
- C) To merge cells based on conditions
- D) To hide rows/columns based on conditions

✓ **18. Which option is used to combine two or more cells into a single cell? *** 1/1

○ A) Wrap Text

● B) Merge & Center ✓

○ C) Orientation

○ D) Shrink to Fit

✓ **19. What is the shortcut to move to the next sheet in a workbook? *** 1/1

○ A) Ctrl + PgUp

● B) Ctrl + PgDn ✓

○ C) Alt + Tab

○ D) Shift + Tab

✓ **20. Which feature helps you to analyze and summarize large amounts of *** 1/1
data in a table?

○ A) Data Validation

○ B) Goal Seek

● C) PivotTable ✓

○ D) Solver

⑦

21. What is the name of the box on the formula bar that shows the address of the active cell?

*1/1

○ A) Range Box

○ B) Cell Box

● C) Name Box ✓

○ D) Formula Box

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22. Which chart type is best for showing trends over time? *

1/1

○ A) Pie Chart

○ B) Bar Chart

● C) Line Chart ✓

○ D) Scatter Chart

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23. Which function is used to concatenate (join) text strings? *

1/1

○ A) JOIN

● B) CONCATENATE ✓

○ C) TEXTJOIN

○ D) APPEND

✓ **24. What is the keyboard shortcut to undo the last action?** * 1/1

○ A) Ctrl + Y

◉ B) Ctrl + Z ✓

○ C) Ctrl + X

○ D) Ctrl + V

✓ **25. Which of the following is NOT a valid number format in Excel?** * 1/1

○ A) Currency

○ B) Percentage

○ C) Fraction

◉ D) Time Series ✓

✓ **26. What does '#####' in a cell indicate?** * 1/1

○ A) The cell contains an error

○ B) The formula is incorrect

◉ C) The column is not wide enough to display the content ✓

○ D) The cell is locked

27. Which feature is used to prevent certain cells or ranges from being modified? *1/1

- ○ A) Data Validation
- ○ B) Cell Protection
- ◉ C) Sheet Protection ✓
- ○ D) Workbook Encryption

28. Which of these is a logical function in Excel? * 1/1

- ○ A) SUM
- ◉ B) IF ✓
- ○ C) AVERAGE
- ○ D) CONCATENATE

29. What is the purpose of the 'Freeze Panes' option? * 1/1

- ○ A) To lock cells so they cannot be edited
- ◉ B) To keep rows and/or columns visible while scrolling ✓
- ○ C) To protect the entire worksheet
- ○ D) To hide specific rows or columns

30. Which option allows you to sort data in ascending or descending order? *1/1

- ○ A) Filter
- ● B) Sort ✓
- ○ C) Group
- ○ D) Subtotal

31. What is the shortcut to select all cells in the current worksheet? * 1/1

- ● A) Ctrl + A ✓
- ○ B) Ctrl + S
- ○ C) Ctrl + E
- ○ D) Ctrl + Home

32. Which function is used to count the number of cells that meet a specified criterion? *1/1

- ○ A) COUNT
- ○ B) COUNTA
- ● C) COUNTIF ✓
- ○ D) COUNTBLANK

✓ **33. What is the default row height in Excel?** *   1/1

○ A) 10 points

○ B) 12.5 points

◉ C) 15 points   ✓

○ D) 18.75 points

✓ **34. Which of the following is an example of a relative cell reference?** *   1/1

○ A) A1

◉ B) A1   ✓

○ C) $A1

○ D) A$1

✓ **35. Which tab on the Ribbon contains the 'Format Painter' tool?** *   1/1

○ A) Insert

◉ B) Home   ✓

○ C) Data

○ D) Review

✓ **36. What is the keyboard shortcut to open the 'Format Cells' dialog box?** * 1/1

⦿ A) Ctrl + 1 ✓

◯ B) Ctrl + F

◯ C) Ctrl + D

◯ D) Ctrl + K

✓ **37. Which Excel feature is used to define rules for data entry in a cell?** * 1/1

◯ A) Conditional Formatting

⦿ B) Data Validation ✓

◯ C) Scenario Manager

◯ D) Consolidate

✓ **38. What does the 'NOW()' function return?** * 1/1

◯ A) Current date only

◯ B) Current time only

⦿ C) Current date and time ✓

◯ D) Current year only

39. Which operator has the highest precedence in Excel formulas? * 1/1

- ○ A) Addition (+)
- ○ B) Subtraction (-)
- ○ C) Multiplication (*)
- ◉ D) Exponentiation (^) ✓

40. What is the primary purpose of a PivotChart? * 1/1

- ○ A) To create interactive charts from static data
- ◉ B) To visualize data from a PivotTable ✓
- ○ C) To compare data from different worksheets
- ○ D) To quickly print charts

41. Which function is used to convert text to uppercase? * 1/1

- ◉ A) UPPER ✓
- ○ B) UCASE
- ○ C) CAPITALIZE
- ○ D) PROPER

✓ **42. Which tool is used to find the input value needed to achieve a desired result in a formula?** *1/1

○ A) Solver

○ B) Scenario Manager

◉ C) Goal Seek ✓

○ D) Data Table

✓ **43. What is the shortcut to insert the current date into a cell?** * 1/1

○ A) Ctrl + Shift + ;

◉ B) Ctrl + ; ✓

○ C) Ctrl + :

○ D) Ctrl + Shift + :

✓ **44. Which tab is used to group and ungroup rows or columns?** * 1/1

○ A) Home

○ B) Insert

◉ C) Data ✓

○ D) Review

✓ **45. What does the 'VLOOKUP' function do?** * 1/1

○ A) Looks for a value in the first row of a table

◉ B) Looks for a value in the first column of a table ✓

○ C) Looks for a value in any row of a table

○ D) Looks for a value in any column of a table

✓ **46. Which function removes extra spaces from a text string, except for single spaces between words?** *1/1

○ A) CLEAN

◉ B) TRIM ✓

○ C) SUBSTITUTE

○ D) REMOVE SPACES

✓ **47. What is the keyboard shortcut to open the 'Find and Replace' dialog box?** *1/1

◉ A) Ctrl + F ✓

○ B) Ctrl + H

○ C) Ctrl + R

○ D) Ctrl + G

?

48. What is the purpose of the 'IFERROR' function? *

1/1

- ○ A) To highlight cells containing errors
- ⦿ B) To return a specified value if a formula evaluates to an error ✓
- ○ C) To fix errors in formulas
- ○ D) To prevent errors from occurring

49. Which of the following is NOT a valid error value in Excel? *

1/1

- ○ A) #DIV/0!
- ○ B) #N/A
- ○ C) #VALUE!
- ⦿ D) #BLANK! ✓

50. What is a 'Macro' in Excel? *

1/1

- ○ A) A type of chart
- ⦿ B) A small program that automates tasks ✓
- ○ C) A special kind of formula
- ○ D) A predefined table style