

MS-EXCEL MCQ

BY: <https://itskillslearn.com>

# Questions

# Multiple Choice Questions From Microsoft Excel



**Collected & Composed By:**

<https://itskillslearn.com>

# MCQ Bank for MS Excel

- 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 centered
    - 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 delete 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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    - b. psexam.com
    - c. prepare.icttrends.com
    - d. mcqsets.com
  - 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

# MCQ Bank for MS Excel

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

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

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

- a. standard formulas
- b. array formula
- c. complex formulas
- d. smart formula

**21. Hyperlinks can be**

- a. Text
- b. Drawing objects
- c. Pictures
- d. All of above

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- b. Yes, some files are offered to download free
- c. mcqSets.com has download sections
- d. The downloads are available as PDF files

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

- a. The Alt key
- b. The Tab key
- c. The Enter key
- d. None of the above

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

- a. The autosum button
- b. The Formula button
- c. The quicktotal button
- d. The total button

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

- a. The edit formula button
- b. The cancel button
- c. The enter button
- d. All of the above

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

- a. I don't answer questions in Facebook
- b. You can post your questions in <http://icttrends.com/forum>
- c. Answering in Facebook kills my a lot of time
- d. 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:**

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

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

- a. The entire worksheet
- b. Rows
- c. Columns
- d. All of the above

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

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

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

- a. Title bar
- b. Menu bar
- c. Formula bar
- d. Standard toolbar

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

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

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

- a. Unfreeze panes command on the window menu
- b. Freeze panes command on the window menu
- c. Hold titles command on the edit menu
- d. Split command on the window menu

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

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

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- 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

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

- a. Values but not cell references
- b. Cell references but not values
- c. Values or cell references although not both at the same time
- d. Value and cell references

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

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- b. [psexam.com](http://psexam.com)
- c. [prepare.icttrends.com](http://prepare.icttrends.com)
- d. [mcqsets.com](http://mcqsets.com)

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

- a. Vertical scroll bar
- b. Horizontal scroll bar
- c. Formula bar
- d. Standard toolbar

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

- a. VisiCalc
- b. Lotus 1-2-3
- c. Excel
- d. StarCalc

**34. Rounding errors can occur**

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

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

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

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

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

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

- a. Word
- b. Smart cell
- c. Excel
- d. Lotus 1-2-3

# MCQ Bank for MS Excel

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

- a. Workbooks
- b. Worksheets
- c. Charts
- d. Worksheets and charts

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

- a. Xls
- b. Xlw
- c. Wk1
- d. 123

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

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

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

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

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

- a. FTP wizard
- b. Internet assistant wizard
- c. Intranet wizard
- d. Import wizard

**43. A circular reference is**

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

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

- a. Goal seek
- b. Solver
- c. Scenario manager
- d. Auto Outline

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

- a. Hyperlinked placed in a word table
- b. Linked
- c. Embedded
- d. Use the word menu bar and toolbars

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- c. mcqSets.com has download sections
- d. The downloads are available as PDF files

**RR. You can use mcqSets.com for**

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

Visit <http://mcqsets.com> for more downloads and other study materials.

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

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

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

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

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

- a. Label
- b. Value
- c. Formula
- d. Text string

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

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

**50. All worksheet formula**

- a. Manipulate values
- b. Manipulate labels
- c. Return a formula result
- d. 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?**

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

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

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

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

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

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- d. The downloads are available as PDF files

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

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

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

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

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

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

- 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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  - However, if you discover any mistakes
  - Mail me at [contact@mcqsets.com](mailto:contact@mcqsets.com)
- 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?**
- [ictrends.com](http://ictrends.com)
  - [psexam.com](http://psexam.com)
  - [prepare.ictrends.com](http://prepare.ictrends.com)
  - [mcqsets.com](http://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://ictrends.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



# MCQ Bank for MS Excel

- 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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  - 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
- 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
- SI. How reliable are MCQs in MCQ Sets?**
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  - However, if you discover any mistakes
  - Mail me at [contact@mcqsets.com](mailto:contact@mcqsets.com)
- 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
- 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
- 80. Which menu option can be used to split windows into two**
- Format > window
  - View > window > split
  - Window > split
  - View > split
- 10. You can use mcqSets.com for**
- Online quiz
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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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  - I will try to include your questions in the respective series
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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?**
- icttrends.com
  - 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 (&)

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

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- Downloads
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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

**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?**

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

**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

# MCQ Bank for MS Excel

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

- a. The Edit Formula button
- b. The Cancel button
- c. The Enter button
- d. All of above

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

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

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

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

**IIS. You can use mcqSets.com for**

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

**115. You can group noncontiguous worksheets with**

- a. The group button on the standard toolbar
- b. The shift key and the mouse
- c. The ctrl key and mouse
- d. The alt+enter key

**116. Weight refers to**

- a. The print density of characters
- b. The height of the printed character
- c. Upright or slanted shape
- d. The design and appearance of characters

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

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

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

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

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

- a. Unfreeze panes command on the window menu
- b. Freeze panes command on the window menu
- c. Hold titles command on the edit menu
- d. Split command on the window menu

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

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

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

- c. mcqSets.com has download sections
- d. The downloads are available as PDF files

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

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

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

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

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

- a. Vertical scroll bar
- b. Horizontal scroll bar
- c. Formula bar
- d. Formatting toolbar

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

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

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

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

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

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

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

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

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

- a. view exactly where each page break occurs
- b. add or remove page breaks
- c. change the print area
- d. all of above

**126. A data map is helpful**

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

**127. Rounding errors can occur**

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

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

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

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

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of above

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

- a. Printer selection
- b. Vertical or horizontal placement
- c. Orientation
- d. 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
  - These are tested questions and answers
  - However, if you discover any mistakes
  - 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**
- Online quiz
  - 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**
- Online quiz
  - MCQ Banks
  - 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
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  - 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?**
- icttrends.com
  - psexam.com
  - prepare.icttrends.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
- 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
- 201. 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
- 202. 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
- 203. 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
- 204. 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
- 205. 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?**
- I've paid utmost care in correctness
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  - However, if you discover any mistakes
  - 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?**

- a. Cut and Paste
- b. Edit >> Paste Special >> Transpose
- c. Both of above
- d. None of above

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

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

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

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

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

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

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

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

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

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

- a. double clicking on the column name on column header
- b. Double click on the cell pointer in worksheet
- c. Double clicking on column right border on column header
- d. 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**

- a. Wrap Text in Format >> Cells
- b. Justify in Edit >> Cells
- c. Text Wrapping in Format >> Cells, Layout tab
- d. All of above

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

- a. 0
- b. 1
- c. 5
- d. 10

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

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

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

- a. Open the font dialog box
- b. Apply double underline for the active cell
- c. Fill down in the selection
- d. None of above

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

- a. Right align the content of cell
- b. Remove the cell contents of selected cells
- c. Fill the selection with active cells to the right
- d. None of above

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

- a. One sheet is selected
- b. When many sheets are selected
- c. When no sheet is selected
- d. None of above

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- d. The downloads are available as PDF files

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

- a. Linear
- b. Growth
- c. Autofill
- d. Time

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

- a. Validation
- b. Formats
- c. Formulas
- d. 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?**

- a. Square
- b. Percentage
- c. Goal Seek
- d. Divide

**239. Edit >> Delete command**

- a. Deletes the content of a cell
- b. Deletes Formats of cell
- c. Deletes the comment of cell
- d. Deletes selected cells

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

- a. Edit >> Delete
- b. Edit >> Clear >> Contents
- c. Edit >> Clear >> All
- d. Data >> Delete

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

- a. Edit >> Clear >> Contents
- b. Edit >> Clear >> All
- c. Edit >> Delete
- d. All of above

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- b. psexam.com
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- d. mcqsets.com

- 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
- 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
- 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
- Q. You can use mcqSets.com for**
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  - MCQ Banks
  - Downloads
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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
- Q. Where can you find best quality multiple choice questions?**
- icttrends.com
  - psexam.com
  - prepare.icttrends.com
  - mcqsets.com
- 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 .....**

- a. AutoFill
- b. Auto correct
- c. Auto sum
- d. Auto format

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

- a. CTRL + C
- b. CTRL + Arrow key
- c. CTRL + S
- d. 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?**

- a. ROUND ( )
- b. FACT ( )
- c. MOD ( )
- d. DIV ( )

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

- a. Pmt
- b. Average
- c. Max
- d. Sum

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

- a. Delete contents
- b. Delete notes
- c. Delete cells
- d. Delete formats

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

- a. Word processing package
- b. Spreadsheet package
- c. Communication S/W Package
- d. DBMS package

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

- a. Data, Sort
- b. Data, Form
- c. Data, Table
- d. Data Subtotals

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

- a. Area
- b. Line
- c. Pie
- d. All of the above

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

- a. 5430
- b. 5436.8
- c. 5436.8
- d. 6.8

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

- a. date ( )
- b. Today ( )
- c. now ( )
- d. time ( )

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

- a. date ( )
- b. Today ( )
- c. now ( )
- d. time ( )

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

- a. Format, cells, font
- b. Format, cells, protection
- c. format, cells, number
- d. Format, cells, alignment

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

- a. counts cells having alphabets
- b. counts empty cells
- c. counts cells having number
- d. counts non-empty cells

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

- a. Ctrl+C
- b. Ctrl+Enter
- c. Ctrl+Page Up
- d. Ctrl+Space Bar

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

- a. \$
- b. \*
- c. %
- d. &

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

- a. Formula bar
- b. Status Bar
- c. Name Box
- d. Title Bar

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- 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

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

- a. sheet3!A10
- b. sheet1!A10
- c. Sheet3.A10
- d. A10

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

- a. [psexam.com](http://psexam.com)
- b. [mcqsets.com](http://mcqsets.com)

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

- a. Visual Basic
- b. C
- c. Visual C++
- d. Java

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

- a. Cells
- b. Rows
- c. Columns
- d. 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**

- a. calendar
- b. photograph of rainfall
- c. chart showing rainfall amounts
- d. 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:**

- a. word processing
- b. spreadsheet
- c. database
- d. 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?**

- a. New
- b. Save As
- c. Edit
- d. Save

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

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

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

- a. Re-format the spreadsheet
- b. Insert a row
- c. Increase the column width
- d. 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 .....**

- a. ascending order
- b. descending order
- c. alphabetical order
- d. random order

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

- a. table
- b. formula
- c. field
- d. variable

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

- a. cell
- b. title
- c. axis
- d. legend

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

- a. Color, then Gender
- b. Pet Type, then Color
- c. Pet Type, then Gender
- d. Color, then Pet Name

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

- a. Insert
- b. Copy
- c. Undo
- d. Replace

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

- a. A cell
- b. A block
- c. A box
- d. None of the above

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

- a. By numbers
- b. By letters
- c. By its address
- d. by color

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

- a. 11 25
- b. 911
- c. 41A
- d. A21

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

- a. =A1+A2
- b. =add(A1:A2)
- c. A1+A2
- d. SUM(A1:A2)

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

- a. =add(A1:A2)
- b. =A1+A2
- c. =SUM(A1:A2)
- d. A1+A2

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

- a. >
- b. /
- c. !
- d. \*

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- 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

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

- a. A ./
- b. %
- c. &
- d. #

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

- a. Nested function
- b. Round function
- c. Sum function
- d. Text function

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

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

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

- a. I've paid utmost care in correctness
- b. These are tested questions and answers
- c. However, if you discover any mistakes
- d. Mail me at contact@mcqsets.com

**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

**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

**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?**

- a. (A9, A99)
- b. (A9 to A99)
- c. (A9 : A99)
- d. (A9 – A99)

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

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

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

- a. 2 Columns will be inserted after Column F
- b. 2 Columns will be inserted after Column G
- c. 2 Columns will be inserted after Column H
- d. 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.**

- a. The Settings tab under the menu Format -> Cells
- b. The Settings tab under the menu Data -> Validation
- c. The Settings tab under the menu Data -> Filter -> Advanced Filter
- d. the Settings tab under the menu Format -> Conditional Formatting

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

- a. Text Only
- b. Format Only
- c. Contents Only
- d. Both Contents and Format

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

- a. Enter
- b. Alt + Enter
- c. Ctrl + Enter
- d. Shift + Enter

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

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

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

- b. Yes, some files are offered to download free
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- d. The downloads are available as PDF files

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

- a. the cell is moved
- b. the cell is hidden
- c. the data in the cell is changed or deleted
- d. the formatting of the cell is changed

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

- a. Enclose the number in brackets
- b. Place the character T before the number
- c. Place the character TX before the number
- d. Apply the Text format in the cell and type the numbers

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

- a. =IF(LogicalTest, TrueResult, FalseResult)
- b. =IF(LogicalTest, (TrueResult, FalseResult))
- c. =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- d. =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

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

- a. =POWER(2^3)
- b. =POWER(2,3)
- c. =POWER(2#3)
- d. =POWER(2\*3)

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

- a. 2 Rows will be inserted after Row 4
- b. 2 Rows will be inserted after Row 5
- c. 2 Rows will be inserted after Row 6
- d. 2 Rows will be inserted after Row 7

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

- a. These are tested questions and answers
- b. However, if you discover any mistakes
- c. Mail me at contact@mcqsets.com

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

- a. Fraction
- b. Number
- c. Text
- d. Date

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

- a. =A1 + "@" + B1
- b. =A1 # "@" # B1
- c. =A1 & "@" & B1
- d. =A1 \$ "@" \$ B1

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

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

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

- a. AUTOEXEC Folder
- b. AUTOSTART Folder
- c. EXCELSTART Folder
- d. XLSTART Folder

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

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

**357. Worksheet can be renamed by**

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

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

- a. CTRL + H
- b. CTRL + R
- c. CTRL + 9
- d. CTRL + -

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

- a. F2
- b. Alt + F2
- c. Ctrl + F2
- d. Shift + F2

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

- a. Zero Formatting
- b. Conditional Formatting
- c. Compare Formatting
- d. Negative Formatting

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

- a. F11
- b. Alt + F11
- c. Ctrl + F11
- d. 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. icctrends.com
- b. psexam.com
- c. prepare.icctrends.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

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# Answers

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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		

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