

COMPUTER MS EXCEL TEST-PART-2 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 51. Which tab in Excel is used to record a Macro? *

1/1

- ☐ A) Home
- ☐ B) Insert
- ☐ C) Data
- ☒ D) Developer



✓ 52. What is the default zoom percentage for a new worksheet? *

1/1

- ☐ A) 75%
- ☒ B) 100%
- ☐ C) 120%
- ☐ D) 150%



✓ **53. Which function calculates the number of workdays between two dates?** *1/1

- ☐ A) DAYS
- ☒ B) NETWORKDAYS
- ☐ C) WORKDAY D)
- ☐ D) ATEDIF



✓ **54. To display cell formulas instead of their results, which shortcut key combination is used?** *1/1

- ☒ A) Ctrl + ~ (tilde)
- ☐ B) Ctrl + ' (apostrophe)
- ☐ C) Ctrl + F2
- ☐ D) Alt + F1



✓ **55. Which of these is a way to reference a cell in another worksheet within the same workbook?** *1/1

- ☒ A) Sheet2!A1
- ☐ B) Sheet2::A1
- ☐ C) Sheet2.A1
- ☐ D) [Sheet2]A1



✓ 56. What does 'TEXT TO COLUMNS' feature do? *

1/1

- ☐ A) Converts numbers to text
- ☒ B) Splits a single column of text into multiple columns
- ☐ C) Combines multiple columns into a single column
- ☐ D) Converts text to a table format



✓ 57. Which data tool allows you to create different scenarios (sets of input values) for a worksheet?

*1/1

- ☐ A) Goal Seek
- ☐ B) Data Table
- ☒ C) Scenario Manager
- ☐ D) Solver



✓ 58. What is the purpose of the 'Watch Window' in Excel? *

1/1

- ☒ A) To monitor changes in cell values or formulas as you work
- ☐ B) To view a live feed of external data
- ☐ C) To display a clock and calendar
- ☐ D) To preview printing layout



✓ 59. Which type of chart is ideal for showing the composition of a whole, like market share? *1/1

- ☒ A) Bar Chart
- ☐ B) Line Chart
- ☐ C) Pie Chart
- ☐ D) Area Chart



✓ 60. What is the name of the feature that automatically completes entries based on existing entries in the column? *1/1

- ☐ A) AutoCorrect
- ☐ B) AutoFill
- ☒ C) AutoComplete
- ☐ D) Flash Fill



✓ 61. Which function extracts a specific number of characters from the middle of a text string? *1/1

- ☒ A) LEFT()
- ☐ B) RIGHT()
- ☐ C) MID()
- ☐ D) EXTRACT()



✓ 62. What is the keyboard shortcut to save a workbook? *

1/1

- ☒ A) Ctrl + S
- ☐ B) Ctrl + A
- ☐ C) Ctrl + P
- ☐ D) Ctrl + X



✓ 63. Which feature allows you to perform "what-if" analysis by changing values in cells to see how those changes affect the outcome of formulas? *1/1

- ☐ A) Goal Seek
- ☐ B) Solver
- ☒ C) Scenario Manager
- ☐ D) Data Tables



✓ 64. What does the 'LEN()' function return? *

1/1

- ☐ A) The length of a number
- ☒ B) The number of characters in a text string
- ☐ C) The number of cells in a range
- ☐ D) The length of a formula



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

1/1

- ☐ A) #DIV/0!
- ☐ B) #VALUE!
- ☒ C) #ERROR!
- ☐ D) #REF!



✓ 66. What is the maximum number of columns in an Excel worksheet (for modern versions like Excel 2007 and later)? *1/1

- ☐ A) 256
- ☐ B) 1,024
- ☒ C) 16,384
- ☐ D) 65,536



✓ 67. Which tab on the Ribbon would you find the 'Text to Columns' feature? *1/1

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



✓ **68. What is the primary purpose of password-protecting an Excel workbook?** *1/1

- ☐ A) To prevent accidental deletion
- ☒ B) To restrict unauthorized access and modification
- ☐ C) To compress the file size
- ☐ D) To speed up loading time



✓ **69. Which function is used to calculate the future value of an investment based on a series of periodic, constant payments and a constant interest rate?** *1/1

- ☐ A) PV
- ☒ B) FV
- ☐ C) PMT
- ☐ D) NPER



✓ **70. What is the quickest way to copy formatting from one cell to multiple other cells?** *1/1

- ☐ A) Copy, then Paste Special - Formats
- ☒ B) Use the Format Painter
- ☐ C) Drag the fill handle while holding Ctrl
- ☐ D) Use the Copy button multiple times



✓ **71. Which keyboard shortcut is used to move the active cell to the beginning of the row?**

*1/1

- ☒ A) Home
- ☐ B) Ctrl + Home
- ☐ C) Alt + Home
- ☐ D) Shift + Home



✓ **72. What is the primary use of a 'Data Table' in Excel? ***

1/1

- ☐ A) To store raw data
- ☐ B) To summarize data with a PivotTable
- ☒ C) To perform sensitivity analysis by testing different input values
- ☐ D) To validate data entry



✓ **73. Which function counts the number of cells in a range that are not empty?**

*1/1

- ☐ A) COUNT
- ☒ B) COUNTA
- ☐ C) COUNTBLANK
- ☐ D) COUNTIF



✓ 74. What is the purpose of the 'PMT()' function? *

1/1

- ☐ A) To calculate the number of payments for a loan
- ☐ B) To calculate the interest paid on a loan
- ☒ C) To calculate the periodic payment for a loan or an investment
- ☐ D) To calculate the present value of an investment



✓ 75. What does the 'Wrap Text' feature do? *

1/1

- ☒ A) Creates a new line within a cell to display all content
- ☐ B) Automatically shrinks text to fit within a cell
- ☐ C) Rotates text to a vertical orientation
- ☐ D) Merges multiple cells into one



✓ 76. Which of these can NOT be validated using Data Validation? *

1/1

- ☐ A) Whole number
- ☐ B) Date
- ☐ C) Time
- ☒ D) Complex formula output



✓ 77. What is the shortcut to insert a new worksheet? *

1/1

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



✓ 78. Which function returns the remainder after a number is divided by a divisor? *1/1

- ☐ A) QUOTIENT()
- ☒ B) MOD()
- ☐ C) INT()
- ☐ D) ROUND()



✓ 79. What does the 'Name Manager' allow you to do? *

1/1

- ☐ A) Rename worksheets
- ☒ B) Create, edit, and delete defined names for cells or ranges
- ☐ C) Manage usernames for sharing workbooks
- ☐ D) Change the name of the Excel application



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

- ☐ A) A1
- ☒ B) \$A\$1
- ☐ C) A\$1
- ☐ D) B2:C5



✓ 81. Which function is used to convert a text string to proper case (first letter of each word capitalized)? *1/1

- ☐ A) UPPER()
- ☐ B) LOWER()
- ☒ C) PROPER()
- ☐ D) CAPITALIZE()



✓ 82. What is the shortcut to insert a chart sheet based on the selected data? *1/1

- ☐ A) F1
- ☐ B) F7
- ☒ C) F11
- ☐ D) F12



✓ **83. Which Excel feature allows multiple users to work on the same workbook simultaneously?** *1/1

- ☐ A) Workbook Protection
- ☒ B) Share Workbook
- ☐ C) Track Changes
- ☐ D) Version History



✓ **84. What does the 'FIND()' function do? *** 1/1

- ☐ A) Finds a cell with a specific value
- ☒ B) Finds a text string within another text string (case-sensitive)
- ☐ C) Finds and replaces text
- ☐ D) Finds the location of a file



✓ **85. What is the main purpose of the 'Subtotal' feature in Excel? *** 1/1

- ☐ A) To calculate grand totals only
- ☒ B) To summarize data with aggregate functions for groups of data
- ☐ C) To filter data based on criteria
- ☐ D) To split data into multiple columns



✓ 86. Which of the following is an example of a date format in Excel? * 1/1

- ☐ A) General
- ☒ B) Short Date
- ☐ C) Text
- ☐ D) Special



✓ 87. How can you remove duplicate rows from a dataset in Excel? * 1/1

- ☐ A) Using Conditional Formatting
- ☒ B) Using the 'Remove Duplicates' tool under the Data tab
- ☐ C) Using a PivotTable
- ☐ D) Using the Sort & Filter option



✓ 88. Which tab on the Ribbon would you find 'Track Changes' and 'Comments'? *1/1

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



✓ 89. Which function is used to return the current system date and time? * 1/1

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



✓ 90. What is the primary purpose of a 'Scenario Manager'? * 1/1

- ☐ A) To manage different versions of a workbook
- ☒ B) To save and switch between different sets of input values in a worksheet
- ☐ C) To create charts for hypothetical data
- ☐ D) To perform financial analysis



✓ 91. Which function would you use to count cells that contain numbers and text? *1/1

- ☐ A) COUNT()
- ☒ B) COUNTA()
- ☐ C) COUNTBLANK()
- ☐ D) COUNTIF()



✓ 92. What does 'Sparklines' in Excel represent? *

1/1

- ☒ A) Small charts within a single cell
- ☐ B) Formatting styles for charts
- ☐ C) Error indicators in formulas
- ☐ D) Animations in a worksheet



✓ 93. Which of the following allows you to link data between different worksheets or workbooks?

*1/1

- ☒ A) External References
- ☐ B) Cell Merging
- ☐ C) Data Validation
- ☐ D) Hyperlinks



✓ 94. What is the function to extract the year from a date? *

1/1

- ☐ A) DAY()
- ☐ B) MONTH()
- ☒ C) YEAR()
- ☐ D) DATEVALUE()



✓ 95. Which button in the 'Sort' dialog box allows you to sort by multiple columns? *1/1

- ☐ A) Options
- ☒ B) Add Level
- ☐ C) Custom List
- ☐ D) Sort By



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

- ☐ A) Ctrl + F
- ☐ B) Ctrl + H
- ☒ C) Both A and B
- ☐ D) Ctrl + R



✓ 97. Which feature can be used to restrict data input to a predefined list of values? *1/1

- ☐ A) Conditional Formatting
- ☒ B) Drop-down list (via Data Validation)
- ☐ C) Combo Box (from Developer tab)
- ☐ D) AutoFill



✓ 98. What is the purpose of the 'Goal Seek' feature? *

1/1

- ☐ A) To find the maximum value in a range
- ☒ B) To calculate the input value needed to achieve a desired result
- ☐ C) To optimize a problem with constraints
- ☐ D) To track changes made to a worksheet



✓ 99. What does the '\$' sign in a cell reference (e.g., \$A\$1) signify? *

1/1

- ☐ A) It's a named range
- ☐ B) It's a currency format
- ☒ C) It makes the reference absolute (locks row and/or column)
- ☐ D) It indicates a formula error



✓ 100. Which option allows you to combine values from multiple worksheets into a single summary worksheet?

*1/1

- ☐ A) Merge & Center
- ☒ B) Consolidate
- ☐ C) Group Worksheets
- ☐ D) Data Table



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