

COMPUTER MS EXCEL TEST-PART-3

ENG

Total points 50/50 

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 101. Which function is used to round a number to a specified number of *1/1 digits?

- A) TRUNC()
- B) INT()
- C) ROUND()
- D) CEILING()



✓ 102. What is the shortcut to toggle between displaying formulas and their results in cells? *1/1

- A) Ctrl + (grave accent) ✓
- B) Ctrl + ' (apostrophe)
- C) Alt + F
- D) Ctrl + ~ **

✓ 103. Which tab on the Ribbon do you primarily use for managing chart elements like titles, legends, and data labels? *1/1

- A) Insert
- B) Page Layout
- C) Chart Design (or Design tab when chart is selected) ✓
- D) Formulas

✓ 104. What does the 'SEARCH()' function do? * 1/1

- A) Finds a cell with a specific value
- B) Finds a text string within another text string (case-insensitive) ✓
- C) Finds and replaces text
- D) Searches for files on your computer

✓ 105. Which tool helps in splitting data from one cell into multiple cells based on a delimiter? *1/1

- A) Concatenate
- B) Text to Columns
- C) Flash Fill
- D) Remove Duplicates

✓

✓ 106. In Excel, a named range refers to: * 1/1

- A) A specific chart type
- B) A cell or range of cells with a descriptive name
- C) A protected area of the worksheet
- D) A folder where Excel files are stored

✓

✓ 107. What is the keyboard shortcut to insert a hyperlink in a cell? * 1/1

- A) Ctrl + L
- B) Ctrl + K
- C) Ctrl + H
- D) Ctrl + I

✓

✓ 108. Which function returns the number of days between two dates? * 1/1

A) DAYS()

✓

B) DATEDIF()

C) NETWORKDAYS()

D) DATE()

✓ 109. What is the purpose of the 'Watch Window' in Excel? * 1/1

A) To monitor the values of cells and formulas without constantly scrolling

✓

B) To view a history of changes made to a workbook

C) To watch video tutorials on Excel

D) To display the current time

✓ 110. Which function is used to calculate the average of cells that meet a single criterion? *1/1

A) AVERAGE()

B) SUMIF()

C) AVERAGEIF()

✓

D) MEDIAN()

✓ 111. What is the default view when you open a new workbook in Excel? * 1/1

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

✓

✓ 112. Which of the following is NOT a common chart component? * 1/1

- A) Data Series
- B) Gridlines
- C) Page Breaks
- D) Axis Titles

✓

✓ 113. What is the primary purpose of the 'Consolidate' feature? * 1/1

- A) To combine text from multiple cells
- B) To merge multiple worksheets into a single summary worksheet
- C) To link data across different workbooks
- D) To group rows and columns

✓

✓ 114. Which function allows you to perform a logical test and return one value for a TRUE result, and another for a FALSE result? *1/1

- A) AND()
- B) OR()
- C) NOT()
- D) IF()

✓

✓ 115. How do you quickly insert multiple blank rows in Excel? * 1/1

- A) Select the number of rows you want to insert, right-click, and choose 'Insert'. ✓
- B) Press Ctrl + Plus (+) multiple times.
- C) Use the Insert Rows button on the Home tab multiple times.
- D) Drag the fill handle downwards.

✓ 116. What does 'AutoFit Column Width' do? * 1/1

- A) Sets all columns to a default width.
- B) Adjusts the column width to fit the longest text or number in that column. ✓
- C) Adjusts column width to fit the window size.
- D) Automatically wraps text in the column.

✓ 117. Which symbol is used to perform multiplication in Excel? *

1/1

- A) X
- B) *
- C) #
- D) @ **

✓

✓ 118. Which feature helps you understand the relationships between formulas and cells by tracing precedents and dependents?

*1/1

- A) Error Checking
- B) Formula Auditing
- C) Evaluate Formula
- D) Watch Window

✓

✓ 119. What is the shortcut to apply the 'General' number format? *

1/1

- A) Ctrl + Shift + ~
- B) Ctrl + Shift + 1
- C) Ctrl + Shift + \$
- D) Ctrl + Shift + %

✓

✓ 120. Which function is used to look up a value in the top row of a table and return a value in the same column from a row you specify? *1/1

- A) VLOOKUP
- B) INDEX
- C) HLOOKUP
- D) MATCH

✓

✓ 121. Which function is used to convert a number to a text string with a specified format? *1/1

- A) VALUE()
- B) TEXT()
- C) CONVERT()
- D) FORMAT()

✓

✓ 122. What is the shortcut to repeat the last action? *

1/1

- A) Ctrl + Y
- B) Ctrl + Z
- C) Ctrl + R
- D) F4

✓

✓ 123. Which type of chart displays data points as dots and is typically used to show the relationship between two numerical variables? *1/1

- A) Line Chart
- B) Bar Chart
- C) Pie Chart
- D) Scatter Chart (X Y)

✓

✓ 124. What does the 'RIGHT()' function do? * 1/1

- A) Returns a specified number of characters from the left of a text string.
- B) Returns a specified number of characters from the right of a text string.
- C) Aligns text to the right in a cell.
- D) Corrects grammatical errors.

✓

✓ 125. Which feature allows you to prevent others from viewing or accessing hidden rows, columns, or worksheets without a password? *1/1

- A) Workbook Protection
- B) Cell Protection
- C) Sheet Protection
- D) Hide/Unhide

✓

✓ 126. What is the keyboard shortcut to edit the active cell's contents (enter edit mode)?

*1/1

- A) F1
- B) F2
- C) F3
- D) F4

✓ 127. Which function is used to find the smallest value in a range of cells?

*1/1

- A) MIN ()
- B) MAX ()
- C) SMALL ()
- D) LOW ()

✓ 128. What is the purpose of the 'OFFSET()' function? *

1/1

- A) To move data from one cell to another.
- B) To return a reference to a range that is a specified number of rows and columns from a cell or range of cells.
- C) To shift cells up, down, left, or right.
- D) To align text within a cell.

✓ 129. Which tab is primarily used to adjust margins, orientation, and print *1/1 titles?

- A) Home
- B) Insert
- C) Page Layout
- D) Data

✓

✓ 130. What does the 'MATCH()' function return? *

1/1

- A) The value that matches a lookup value.
- B) The relative position of an item in a range that matches a specified value.
- C) A logical TRUE or FALSE if a match is found.
- D) The number of matches found.

✓

✓ 131. Which of these is a common method for debugging errors in Excel *1/1 formulas?

- A) Using "Trace Precedents" and "Trace Dependents"
- B) Using "Evaluate Formula"
- C) Both A and B
- D) Simply retyping the formula

✓

✓ 132. What is the default font for new workbooks in modern Excel versions (e.g., 2007 and later)?

*1/1

- A) Arial
- B) Times New Roman
- C) Calibri
- D) Verdana

✓

✓ 133. Which feature helps you select specific data from a large dataset based on criteria you define? *1/1

- A) Sort
- B) Filter
- C) Subtotal
- D) Consolidate

✓

✓ 134. What is the purpose of the 'INDEX()' function? *

1/1

- A) To return the value of a cell at the intersection of a specified row and column in a given range. ✓
- B) To find the position of a value in a list.
- C) To create an index for a large workbook.
- D) To compare two lists for matching values.

✓ 135. What is the keyboard shortcut to close the current workbook? *

1/1

A) Ctrl + W



B) Ctrl + C

C) Ctrl + X D)

D) Ctrl + Z

✓ 136. Which type of chart is ideal for comparing discrete categories or showing changes over time? *

1/1

A) Pie Chart

B) Scatter Chart

C) Bar Chart (or Column Chart)



D) Area Chart

✓ 137. What does the 'CLEAN()' function do? *

1/1

A) Removes all non-printable characters from a text string.



B) Removes all spaces from a text string.

C) Clears all formatting from a cell.

D) Deletes empty rows and columns.



✓ 138. Which of the following is a way to reference a cell in another worksheet within the same workbook?

*1/1

- A) Sheet2!A1
- B) [Sheet2]A1
- C) A1(Sheet2)
- D) Sheet2::A1

✓

✓ 139. What is the primary use of the 'Solver' add-in? *

1/1

- A) To solve basic arithmetic equations.
- B) To find the optimal solution for a problem with multiple variables and constraints.
- C) To troubleshoot formula errors.
- D) To predict future values based on historical data.

✓

✓ 140. Which option allows you to quickly fill a range of cells with data based on a pattern recognized from other cells?

*1/1

- A) AutoSum
- B) Flash Fill
- C) AutoCorrect
- D) Quick Analysis

✓

✓ 141. Which function returns the number of workdays between two dates?

*1/1

- A) DAYS()
- B) WORKDAY()
- C) NETWORKDAYS()
- D) WEEKDAY()

✓

✓ 142. What is the keyboard shortcut to insert a new worksheet (alternative to Shift + F11)?

*1/1

- A) Alt + Shift + F1
- B) Ctrl + Shift + W
- C) Ctrl + N
- D) Alt + N

✓

✓ 143. Which Excel feature allows you to display values in a cell as a percentage of a total?

*1/1

- A) Currency format
- B) General format
- C) Percentage format
- D) Accounting format

✓

✓ 144. What does the 'VALUE()' function do? *

1/1

- A) Converts a number to text.
- B) Converts a text string that represents a number to a number. ✓
- C) Returns the importance of a cell.
- D) Calculates the present value.

✓ 145. In Excel, a "Spill Range" is associated with what type of function? * 1/1

- A) Financial functions
- B) Array functions (dynamic arrays) ✓
- C) Logical functions
- D) Text functions

✓ 146. What is the shortcut to insert a formula for AutoSum? * 1/1

- A) Alt + = ✓
- B) Ctrl + =
- C) Shift + =
- D) Ctrl + Shift + =

✓ 147. Which chart type shows the trend of the contribution of each value *1/1 over time or categories, typically represented by stacked areas?

- A) Line Chart
- B) Pie Chart
- C) Area Chart
- D) Radar Chart

✓

✓ 148. What is the purpose of the 'Flash Fill' feature? *

1/1

- A) To highlight specific cells quickly.
- B) To automatically fill data based on patterns it detects in your existing data.
- C) To flash alerts when an error occurs.
- D) To fill blank cells with a default value.

✓ 149. Which tab contains the 'Remove Duplicates' tool? *

1/1

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

✓

- A) Ctrl + S
- B) Ctrl + P ✓
- C) Ctrl + V
- D) Ctrl + O

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