

MICROSOFT EXCEL Q/A BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Created By [Careericons](#) Team

Q1. Excel uses the Function when creating a data table

- a) Count
 - b) Table
 - c) Average
 - d) Sum
-

Q2. In Excel say that you want to paste a formula result – but not the underlying formula – to another cell. In excel 2002, you would copy the cell with the formula, then place the insertion point in the cell you want to copy to what next?

- a) Click the arrow on the paste button on the standard toolbar, then click formulas
 - b) Click the arrow on the paste button on the standard toolbar, then click values.
 - c) Click the Paste button on the standard toolbar
 - d) All of above
-

Q3. You cannot link Excel worksheet data to a Word document

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

Q4. In Excel To select several cells or ranges that are not touching each other, you would ... while selecting

- a) hold down the Shift key

- b) hold down the Alt key
- c) hold down Ctrl + Shift key
- d) hold down the Ctrl key

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Q5. In Excel which of the following formulas will Excel not be able to calculate?

- a) =SUM(A1:A5)-10
- b) =SUM(A1:A5)/(10-10)
- c) =SUM(A1:A5)*.5
- d) =SUM(Sales)-A3

Q6. In Excel the drag and drop method of copying or moving

- a) Can be used between workbooks but not worksheets
- b) Can be used between worksheets but not workbooks
- c) Can be used between workbooks but not worksheets
- d) None

Q7. In Excel to activate the previous cell in a preselected range, press

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

Q8. In Excel you can quickly change the appearance of your work by choosing Auto Format from the Menu

- a) Format
 - b) Edit
 - c) View
 - d) Tools
-

Q9. In Excel using the F11 shortcut key to create a chart on chart sheet creates

- a) A 2-dimensional column chart
 - b) A default chart
 - c) A 3-dimensional line chart
 - d) A 2-dimensional bar chart
-

Q10. In Excel you can convert existing excel worksheet data and charts to an HTML document by using

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

Q11. In Excel which of the following is not a worksheet design criterion

- a) Auditability
 - b) Efficiency
 - c) Clarity Correct Answer:
 - d) Description
-

Q12. In Excel you can edit a cell by

- a) Selecting Edit>Edit Cell from the menu
- b) Clicking the formula button
- c) Double clicking the cell to edit it in-place

d) None of above

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Q13. In Excel when you use the fill effects in the format data series dialog box, you cannot

- a) Select a fore ground color
- b) Select a pattern
- c) Select a background color
- d) Rotate text on the chart

Q14. In Excel when you group worksheets

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

Q15. In Excel suppose you have columns of data that span more than one printed page. How can you automatically print the column headings on each page?

- a) Click page setup on the file menu, click the page tab, click the options button, then enter your choices.
- b) Click page setup on the finle menu, click the sheet tab, and make a selection under the print heading.
- c) Click page setup on the file menu, click the sheet tab, and enter the row that contains these column headings under print titles
- d) All of above

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Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (b)

Q3. Answer: (c)

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Q4. Answer: (d)

Q5. Answer: (d)

Q6. Answer: (c)

Q7. Answer: (d)

Q8. Answer: (a)

Q9. Answer: (a)

Q10. Answer: (c)

Q11. Answer: (c)

Q12. Answer: (c)

Q13. Answer: (d)

Q14. Answer: (d)

Q15. Answer: (c)

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