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 an charts to an HTML document by using

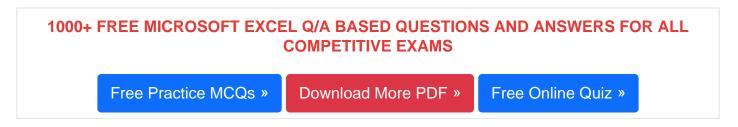
- a) Import wizard
- b) Intranet wizard
- c) Internet assistant wizard
- d) FTP wizard

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



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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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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