

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

For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams

Created By [Careericons](#) Team

Q1. 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
 - e) None of these
-

Q2. You can open the scenario Manager dialog box by choosing scenarios from the menu.

- a) View
 - b) Insert
 - c) Format
 - d) Tools
 - e) None of these
-

Q3. Gridlines

- a) May be turned off for display but turned on for printing
 - b) May be turned on or off for printing
 - c) The be turned off for display and printing
 - d) a, b and c
 - e) None of these
-

Q4. This type of software is similar to an accountant's worksheet

- a) Word processing
- b) Database
- c) Spreadsheets
- d) Graphics
- e) None of these

5000+ FREE COMPUTER MCQ QUESTION BANK FOR ALL SSC, UPSC, BANK, RAILWAY EXAMS

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

Q5. What does the VLOOKUP function do?

- a) Looks up text that contain V
- b) Checks whether text is the same in one cell as in the next
- c) Finds related records
- d) All of above
- e) None of these

Q6. Which of the following is a popular DOS based spreadsheet package?

- a) Word
- b) Smart cell
- c) Excel
- d) Lotus 1-2-3
- e) None of these

Q7. In Excel you can activate a cell by

- a) Pressing the Tab key

- b) Clicking the cell
 - c) Pressing an arrow key
 - d) All of above
-

Q8. You can move a sheet from one workbook into new book by

- a) From Edit menu choose Move or Copy sheet mark the Create a copy and Click OK
 - b) From Edit menu choose Move of Copy then choose {Move to end) and click OK
 - c) From Edit menu choose Move or Copy then select {new book) from To Book list and click OK
 - d) All of above
 - e) None of these
-

Q9. You can automatically adjust the ! size of text in a cell if they do not fit in width by

- a) Double clicking on the right border of column header
 - b) From Format choose Columns and then Autofit Selection
 - c) From Format Cells dialog box mark Shrink to fit check box
 - d) All of above
 - e) None of these
-

Q10. In Excel typical worksheet has Number of columns

- a) 512
 - b) 256
 - c) 1024
 - d) 16,384
-

Q11. What does the VLOOKUP function do?

- a) Looks up text that contain V

- b) Checks whether text is the same in one cell as in the next
 - c) Finds related records
 - d) All of above
 - e) None of these
-

Q12. Long text can be broken down into many lines within a cell. You can do this through We have 83

- a) Wrap Text in Format > > Cells guests online
- b) Justify in Edit > > Cells
- c) Text Wrapping in Format » Cells, Layout tab
- d) All of above
- e) None of these

1000+ FREE MICROSOFT EXCEL Q/A BASED QUESTIONS AND ANSWERS FOR ALL COMPETITIVE EXAMS

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

Q13. 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
 - e) None of these
-

Q14. What happens when dollar signs (\$) are entered In a cell address?

- a) An absolute eel I 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 eel I address.

e) None of these

Q15. 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.

e) None of these

[Read More ms excel Question and Answers »](#)

Answers to the above questions :

Q1. Answer: (d)

Q2. Answer: (d)

Q3. Answer: (d)

5000+ COMPUTER MCQ TOPIC WISE MCQ QUESTION BANK WITH SOLVED ANSWERS & FREE PDF

[FUNDAMENTAL & CONCEPTS OF COMPUTER](#)

[COMPUTER SECURITY](#)

[COMPUTER ACRONYMS & ABBREVIATION](#)

[BASICS OF HARDWARE & SOFTWARE](#)

[INPUT & OUTPUT DEVICES](#)

[OPERATING SYSTEM](#)

[SOFTWARE CONCEPTS](#)

[SOFTWARE ENGINEERING](#)

[DATA STRUCTURES & ALGORITHMS](#)

[COMPUTER NETWORKS](#)

[PARALLEL COMPUTING](#)

[WINDOW PROGRAMMING](#)

[INTERNET AWARENESS](#) [MICROSOFT WINDOWS OPERATING SYSTEM](#)

[MICROSOFT WINDOWS KEYBOARD SHORTCUTS](#) [MICROSOFT OFFICE QUIZ](#)

[MICROSOFT WORD MCQ](#) [MICROSOFT EXCEL Q/A](#)

[MICROSOFT POWERPOINT Q/A](#) [MICROSOFT ACCESS MCQ](#)

[COMPUTER MEMORY MCQ](#) [DATA BASE MANAGEMENT SYSTEM \(DBMS\)](#)

[DATA MINING AND DATA WARE HOUSE](#) [ELECTRONICS DATA PROCESSING](#)

Q4. Answer: (c)

Q5. Answer: (c)

Q6. Answer: (d)

Q7. Answer: (d)

Q8. Answer: (c)

Q9. Answer: (c)

Q10. Answer: (d)

Excel 2007 and higher **16,384** (as label 'XFD') columns.

Q11. Answer: (c)

Q12. Answer: (a)

Q13. Answer: (d)

Q14. Answer: (a)

Q15. Answer: (d)

On our site **Careerions.com**, You can find all the content you need to prepare for any kind of exam like. **Verbal Reasoning, Non-Verbal Reasoning, Aptitude, English, Computer, History, Polity, Economy, Geography, General Science, General Awareness** & So on. Make use of our expert-curated content to get an edge over your competition and prepare for your exams effectively.

Practice with our **Free Practice MCQs, Mock Tests Series, Online Quiz** and get an idea of the real exam environment. Keep track of your progress with our detailed performance reports. They are perfect for competitive exam preparation, as well as for brushing up on basic & fundamental knowledge. The questions are updated regularly to keep up with the changing syllabuses.