

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

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Created By [Careericons](#) Team

Q1. In Excel circular reference is

- a) Geometric modeling tool
 - b) A cell that points to a drawing object
 - c) A formula that either directly or indirectly depends on itself
 - d) Always erroneous
-

Q2. The short cut key Ctrl +R is used in Excel to

- a) Right align the content of cell
 - b) Remove the cell contents of selected cells
 - c) Fill the selection with active t cells to the right
 - d) All of above
 - e) None of these
-

Q3. The cell reference from a range of cells that starts in cell B1 and goes over to column G and down to row 10 is.....

- a) B1-G10
 - b) B1.G10
 - c) B1;G10
 - d) B1:G10
 - e) None of these
-

Q4. The box on the chart that contains the name of each Individual record is called the__.

- a) cell
- b) title
- c) axis
- d) legend
- e) None of these

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Q5. Which of the following is invalid regarding the Protection in Excel?

- a) Protect Sheet
- b) Protect Workbook
- c) Protect Workspace
- d) All of above are valid
- e) None of these

Q6. Which command will you choose to convert a column of data into row?

- a) Cut and Paste
- b) Edit » Paste Special » Transpose
- c) Both of above
- d) Press F7
- e) None of these

Q7. Which of the cell pointer indicate that you can move the content to other cell?

- a) Doctor's symbol (Big Plus)
- b) small thin plus icon

- c) Mouse Pointer with anchor at the tip
 - d) All of above
 - e) None of these
-

Q8. In Excel how do you insert a row?

- a) Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
 - b) Select the row heading where you want to insert the new row and select Edit >Row from the menu
 - c) Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
 - d) All of the above
-

Q9. Concatenation of text can be done using

- a) Apostrophe (')
 - b) Exclamation (!)
 - c) Hash(#)
 - d) Ampersand (&)
 - e) None of these
-

Q10. How do you delete a column?

- a) Select the column heading you want to delete and select the Delete Row button on the standard toolbar
 - b) Select the column heading you want to delete and select Insert Delete from the menu
 - c) Select the row heading you want to delete "and select Edit>Delete from the menu
 - d) Right click the column heading you want to delete and select delete from .the shortcut menu
 - e) None of these
-

Q11. When you link data maintained in an excel workbook to a word document

- a) The word document can not be edit
 - b) The word document contains a reference to the original source application
 - c) The word document must contain a hyperlink
 - d) The word document contains a copy of the actual data
 - e) None of these
-

Q12. In Excel you can use the format painter multiple times before you turn it off by

- a) You can use the format painter button only one time when you click it
- b) Double clicking the format painter button
- c) Pressing the Ctrl key and clicking the format painter button
- d) Pressing Alt key and clicking the format painter button

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Q13. Graphics objects on a chart are used to

- a) Add emphasis to chart data
 - b) Add interest to a chart
 - c) Help explain the chart data
 - d) a, b, and c
 - e) None of these
-

Q14. You can print

- a) A range of cells by range name
- b) An entire worksheet

- c) A single worksheet
- d) All of the above
- e) None of these

Q15. In Excel advantage of using a spreadsheet is

- a) calculations can be done automatically.
- b) changing data automatically updates calculations
- c) more flexibility
- d) all of the above

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (c)

Q3. Answer: (d)

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Q4. Answer: (d)

Q5. Answer: (c)

Q6. Answer: (b)

Q7. Answer: (c)

Q8. Answer: (a)

Q9. Answer: (d)

Q10. Answer: (d)

Q11. Answer: (b)

Q12. Answer: (b)

Q13. Answer: (d)

Q14. Answer: (d)

Q15. Answer: (d)

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