

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

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Created By [Careericons](#) Team

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**Q1.** Which of the following formulas is not entered correctly?

- a) =10+50
  - b) =B7\*B1
  - c) =B7+14
  - d) 10+50
  - e) None of these
- 

**Q2.** Each cell in a Microsoft Office Excel document is referred to by its cell address, which is the

- a) cell's column label
  - b) cell's column label and worksheet tab name
  - c) cell's row label
  - d) cell's row and column labels
  - e) None of these
- 

**Q3.** In Excel you can use the formula palette to

- a) Format cells containing numbers
  - b) Create and edit formulas containing functions
  - c) Entered assumptions data
  - d) Copy a range of cells
- 

**Q4.** Auto Calculate will quickly add selected cells if you.....

- a) right click on the status bar and select Sum
- b) click the AutoCalculate but-ton on the toolbar
- c) use the key combination Ctrl+\$
- d) Double click the selection
- e) None of these

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**Q5.** The Trace Precedence on Auditing shows

- a) Which cells are used in current formula
- b) In which formula the current cell is used
- c) Which cells are used in this formula and in which formula this cell is used
- d) All of above
- e) None of these

**Q6.** Right clicking something in Excel:

- a) Deletes the object
- b) Nothing the right mouse button is there for left handed people
- c) Opens a shortcut menu listing everything you can do to the object
- d) Selects object
- e) None of these

**Q7.** In a worksheet you can select

- a) Etire worksheet
- b) Rows

- c) Columns
  - d) All of the above
- 

**Q8.** Which setting you must modify to print a worksheet using letterhead?

- a) Paper
  - b) Margin
  - c) Layout
  - d) Orientation
  - e) None of these
- 

**Q9.** You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be:

- a) word processing
  - b) spreadsheet
  - c) database
  - d) graphics
  - e) None of these
- 

**Q10.** Which would you choose to create a bar diagram?

- a) Edit, Chart
  - b) Insert, Chart
  - c) Tools, Chart
  - d) Format, Chart
  - e) None of these
- 

**Q11.** You can group noncontiguous worksheets with

- a) The group button on the standard toolbar

- b) The shift key and the mouse
  - c) The Ctrl key and mouse
  - d) The alt+enter key
  - e) None of these
- 

**Q12.** When you link data maintained in Excel workbook to a Word document

- a) The Word document cannot be edited
- 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

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**Q13.** You can use the drag and drop method to

- a) Copy cell contents
  - b) Move cell contents
  - c) Add cell contents
  - d) a and b
  - e) None of these
- 

**Q14.** The Chart wizard term data categories refers to;

- a) A chart plot area
- b) A horizontal axis
- c) The organization of individual values with a chart's data series
- d) The data range that supply chart data

e) None of these

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**Q15.** You can insert labels for

- a) All the data markers on a chart
  - b) A data series
  - c) A selected data marker
  - d) All
  - e) None of these
- 

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**Answers to the above questions :**

**Q1. Answer: (d)**

**Q2. Answer: (d)**

**Q3. Answer: (b)**

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**Q4. Answer: (b)**

**Q5. Answer: (a)**

**Q6. Answer: (c)**

**Q7. Answer: (d)**

**Q8. Answer: (b)**

**Q9. Answer: (b)**

**Q10. Answer: (b)**

**Q11. Answer: (c)**

**Q12. Answer: (b)**

**Q13. Answer: (d)**

**Q14. Answer: (b)**

**Q15. Answer: (d)**

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