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

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Created By Careericons Team

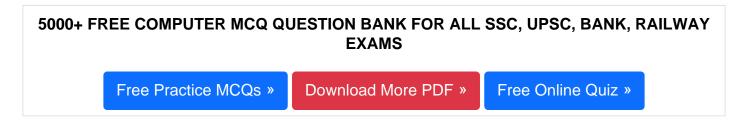
- Q1. Which of the following formulas is not entered correctly?
- a) =10+50
- b) =B7*B1
- c) =B7+14
- d) 10+50
- e) None of these

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



- 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



- 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

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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