

# 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.** You can not link excel worksheet data to a word document

- a) With the right drag method
  - b) With a hyperlink
  - c) With the copy and paste special commands
  - d) With the copy and paste buttons on the standard toolbar.
  - e) None of these
- 

**Q2.** Which of the following is not the correct method of editing the cell content?

- a) Press the Alt key
  - b) Press the F2 key
  - c) Click the formula bar
  - d) Double click the cell
  - e) None of these
- 

**Q3.** In Excel you can create hyperlinks from the Excel workbook to

- a) A webpage on company internet
  - b) A web page on the internet
  - c) Other Office application documents
  - d) All
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**Q4.** In Excel to activate the previous cell in a preselected range, press

- a) The Alt key

- b) The Tab key
- c) The Enter key
- d) None of above

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**Q5.** You want to set such that when you type Baishakh and drag the fill .handle. Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

- a) Fill Across Worksheet
- b) Custom List
- c) Auto Fill Options
- d) Fill Series
- e) None of these

**Q6.** The active cell:

- a) is defined by a bold border around the cell.
- b) Receives the data the user enters.
- c) It is the formula bar.
- d) Only A and B
- e) None of these

**Q7.** You can activate a cell by

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

e) None of these

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**Q8.** You can add an image to a template by clicking the Insert Picture From File button on the .... Toolbar.

a) Standard

b) Formatting

c) Drawing

d) Picture

e) None of these

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**Q9.** In Excel the Paste Special command lets you copy and paste

a) Multiply the selection by a copied value

b) Cell comments

c) Formatting options

d) The resulting values of a formula instead of the actual formula

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**Q10.** In Excel which formula can add the all the numeric values in a range of cells, ignoring those which are not numeric, and place the resulting a difference cell

a) Count

b) Average

c) Sum

d) None of above

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**Q11.** What excel feature can you use if you want to work with one record at a time?

a) Auto Complete

b) Auto Filter

c) Data Form

d) Sub Totals

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**Q12.** The horizontal and vertical lines on a worksheet are called

- a) cells
- b) sheets
- c) blocklines
- d) gridlines
- e) None of these

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**Q13.** When the formula bar is active, you can see

- a) The edit formula button
  - b) The cancel button
  - c) The enter button
  - d) All of the above
  - e) None of these
- 

**Q14.** You can activate a cell by

- a) Pressing the Tab key
  - b) Clicking the cell
  - c) Pressing an arrow key
  - d) All of above
  - e) None of these
- 

**Q15.** An Excel Workbook is a collection of.....

- a) Workbooks
- b) Worksheets
- c) Charts
- d) Worksheets and Charts
- e) None of these

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### Answers to the above questions :

Q1. Answer: (a)

Q2. Answer: (a)

Q3. Answer: (d)

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**Q4. Answer: (d)**

**Q5. Answer: (b)**

**Q6. Answer: (d)**

**Q7. Answer: (d)**

**Q8. Answer: (d)**

**Q9. Answer: (d)**

**Q10. Answer: (c)**

**Q11. Answer: (c)**

**Q12. Answer: (a)**

**Q13. Answer: (d)**

**Q14. Answer: (d)**

**Q15. Answer: (d)**

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