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

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Q1. Hounding errors can occur

a) When you use multiplication, division or exponentiation in a formula

b) When you use addition and subtraction in a formula

c) Because Excel uses hidden decimal places in computation

d) When you show the results of formulas with different decimal places' than the calculated results

e) None of these

Q2. In Excel got functions? No? You need the insert function dialog box. How do you get it?

a) Right click a cell and then click insert

b) Click the insert menu and then click function

c) Type = in a cell

d) All of the above

Q3. The most common subtotal used Subtotals command is the __ function, which causes Excel to display a sum each time the control field change.

a) ADD

b) SUM

c) TOTAL

d) LIST

e) None of these

Q4. In Excel two common wildcard characters that Excel recognizes are

a) * and ?

b) and >

c) ^ and /

d) + and –

Q5. In Excel how many characters can be typed in a single cell?

a) 256

b) 1024

c) 32,000

d) 65,535

Q6. You can use the format painter , multiple times before you turn it offby

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

e) None of these

Q7. How should you print a selected area of a worksheet, if you'll want to print a different area next time?

a) On the file menu, point to print area, and then click set print are

b) On the file menu, click print, j and then click selection under print what

c) On the view menu, click custom views, then click add

d) All of above

e) None of these

Q8. You can check the conditions against ___ when applying conditional formatting

a) Cell value

b) Formula

c) Both of above

d) writing

e) None of these

Q9. In Excel to cancel the marquee, press

a) Ctrl + End

b) End

c) Esc

d) Shift + Esc

Q10. The first cell in EXCEL worksheet is labeled as

a) A

b) A1

c) Aa

d) AO

e) None of these

Q11. Which of the following is not What IF analysis tool in Excel?

a) Goal Seek

b) Scenarios

c) Macros

d) All of above

e) None of these

Q12. Which key do you press to check spelling?

a) F3

b) F5

c) F7

d) F9

e) None of these

Q13. How can you delete a record?

a) Delete the column from the worksheet

b) Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button

c) Select Data > Delete Record from the menu

d) Click the Delete button on the Standard toolbar

e) None of these

Q14. Hyperlinks can be

a) Text

b) Drawing objects

c) Pictures

d) All of above

e) None of these

Q15. The cell labeled 23. 54 the cell labeled F5 refers to

a) row F column 5

b) column F row 5

c) function available in cells

d) function key F4

e) None of these

Answers to the above questions :

Q1. Answer: (a)

Q2. Answer: (b)

Q3. Answer: (b)

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Q4. Answer: (a)

Q5. Answer: (d)

Q6. Answer: (b)

Q7. Answer: (b)

Q8. Answer: (c)

Q9. Answer: (c)

Q10. Answer: (b)

Q11. Answer: (c)

Q12. Answer: (c)

Q13. Answer: (b)

Q14. Answer: (d)

Q15. Answer: (b)

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