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

Created By Careericons Team

Q1. Which of the following is not true regarding Conditional Formatting?

a) You can add more than one condition to check

b) You can set condition to look for Bold and apply Italics on them.

c) You can apply Font, border and pattern formats that meets the specified conditions

d) You can delete any condition from Conditional Formatting dialog box if it is not required

e) None of these

Q2. In Excel when you see a cell with a red triangle in the top right corner, what does this signify?

a) There is an error in the cell

b) There is a comment associated with the cell

c) The font color for text in the cell is red

d) A formula cannot be entered into the cell

Q3. In Excel Documentation should include

a) Destination and users of the output data

b) Source of input data

c) Information on the purpose of the workbook

d) All of the above

Q4. Where can you change automatic or manual calculation mode in Excel?

a) Double CAL indicator on status bar

b) Go to Tools > > Options > > Calculation and mark the corresponding radio button

c) Both of above

d) Press F7

e) None of these

Q5. On an excel sheet the active cell In Indicated by...

a) A dark wide boarder

b) A dotted border

c) A blinking border

d) All of above

e) None of these

Q6. In Excel this type of software is similar to an accountant's worksheet

a) Word processing

b) Database

c) Spreadsheets

d) Graphics

Q7. Which of the following options is not located in the Page Setup dialog box?

a) Page Break Preview.

b) Page Orientation

c) Margins

d) Headers and Footers

e) None of these

Q8. In Excel the auto calculate feature

a) Can only add values in a range of cells

b) Provides a quick way to view the result of an arithmetic operation on a range of cells

c) Automatically creates formulas and adds them to a worksheet

d) (A) and (C)

Q9. In Excel you can open the scenario Manager dialog box by choosing scenarios from the ….. menu.

a) View

b) Insert

c) Format

d) Tools

Q10. All macro keyboard shortcuts include the...... key
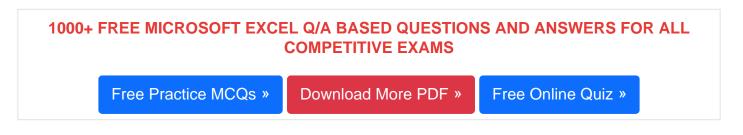
a) Alt

b) Ctrl

c) F11

d) Shift

e) None of these

Q11. In Excel numeric value can be treated as a label value if it precedes with

a) Apostrophe (')

b) Exclamation (!)

c) Hash (#)

d) Ampersand (&)

Q12. In Excel you can use the horizontal and vertical scroll bars to

a) Split a worksheet into two panes

b) View different rows and columns

c) Edit the contents of a cell

d) View different worksheets

Q13. Special category of Number tab in Format Cells dialog box can be used to apply formats like

a) Zip Code

b) Phone Number

c) Both of above

d) All of above

e) None of these

Q14. To copy cell contents using drag and drop, press the

a) End key

b) Shift key

c) Esc key

d) All the above

e) None of these

Q15. To centre a paragraph using shortcut keys, press __.

a) CTRL + C

b) CTRL + E

c) CTRL + L

d) CTRL + R

e) None of these

Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (b)

Q3. Answer: (d)

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DATA MINING AND DATA WARE HOUSE   ELECTRONICS DATA PROCESSING

Q4. Answer: (b)

Q5. Answer: (a)

Q6. Answer: (c)

Q7. Answer: (a)

Q8. Answer: (b)

Q9. Answer: (d)

Q10. Answer: (a)

Q11. Answer: (a)

Q12. Answer: (b)

Q13. Answer: (c)

Q14. Answer: (e)

Q15. Answer: (b)

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