

# 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 is not an advantage of using computerized spread sheets?

- a) flexibility of moving entries
  - b) speed of calculation
  - c) ability of generate tables
  - d) cost of initial setup
  - e) None of these
- 

**Q2.** Which language is used to create macros in Excel?

- a) Visual Basic 4
  - b) C
  - c) Visual C++
  - d) Java
  - e) None of these
- 

**Q3.** How do you display current date and time In MS Excel?

- a) date( )
  - b) Today ( )
  - c) now( )
  - d) time( )
  - e) None of these
- 

**Q4.** Which function calculates your monthly mortgage payment?

- a) PMT (payments)
- b) NPER (number of periods)
- c) PV (present value)
- d) All of above
- e) None of these

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**Q5.** The minimum and maximum value you can set for Save AutoRecovery Info in Excel are

- a) 1 and 120 minutes
- b) 0 and 120 minutes
- c) 2 and 60 minutes
- d) 1 and 10 minutes
- e) None of these

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**Q6.** What function displays row data in a column or column data in a row?

- a) Hyperlink
- b) Index
- c) Transpose
- d) Rows
- e) None of these

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**Q7.** Which of the following is not a valid Zoom

- a) 10
- b) 100

- c) 300
  - d) 500
  - e) None of these
- 

**Q8.** Which of the following is the oldest spreadsheet package?

- a) VisiCalc
  - b) Lotus 1-2-3
  - c) Excel
  - d) StarCalc
  - e) None of these
- 

**Q9.** How do you wrap the text in a cell?

- a) Format, cells, font
  - b) Format, cells, protection
  - c) format, cells, number
  - d) Format cells, alignment
  - e) None of these
- 

**Q10.** Microsoft Excel Is a powerful.....

- a) Word processing package
  - b) Spreadsheet package
  - c) Communication S/W Package
  - d) DBMS package
  - e) None of these
- 

**Q11.** Multiple calculations can be made In a single formula using....

- a) Standard Formulas

- b) Array Formula
  - c) Complex Formulas
  - d) Smart Formula
- 

**Q12.** In Excel how do you change column width to fit the contents?

- a) Single-click the boundary to the left to the column heading
- b) Double click the boundary to the right of the column heading
- c) Press Alt and single click anywhere in the column
- d) All of above

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**Q13.** To make a number In cell C1 10% smaller than the number In C3 you enter

- a)  $-03*1.10$
  - b)  $+C3*110$
  - c)  $-C3\%10$
  - d)  $-C3*.90$
  - e) None of these
- 

**Q14.** You can set Excel in Automatic or Manual calculation mode. If it is in manual mode which key you will press to update the formula values?

- a) F9
  - b) F5
  - c) F8
  - d) F11
  - e) None of these
-

**Q15.** 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

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**Answers to the above questions :**

**Q1. Answer: (d)**

**Q2. Answer: (a)**

**Q3. Answer: (c)**

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**Q4. Answer: (a)**

**Q5. Answer: (a)**

**Q6. Answer: (c)**

**Q7. Answer: (d)**

**Q8. Answer: (a)**

**Q9. Answer: (d)**

**Q10. Answer: (b)**

**Q11. Answer: (b)**

**Q12. Answer: (b)**

**Q13. Answer: (d)**

**Q14. Answer: (a)**

**Q15. Answer: (b)**

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