

# 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.** Status indicators are located on the

- a) Vertical scroll bar
  - b) Horizontal scroll bar
  - c) Formula bar
  - d) Standard toolbar
  - e) None of these
- 

**Q2.** When you want to insert a blank imbedded excel object in a word document you can

- a) Click the object command on the insert menu
  - b) Click the office links button on the standard toolbar
  - c) Click the create worksheet button on the formatting toolbar
  - d) Click the import excel command on the file menu
  - e) None of these
- 

**Q3.** When integrating Ms-Word and Excel, Word is usually the

- a) Server
  - b) Source
  - c) Client
  - d) None
  - e) None of these
-

**Q4.** Which elements of worksheet can be protected from accidental modification

- a) Contents
- b) Objects
- c) Scenarios
- d) All of above
- e) None of these

**5000+ FREE COMPUTER MCQ QUESTION BANK FOR ALL SSC, UPSC, BANK, RAILWAY EXAMS**

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

**Q5.** In Excel Hyperlinks cannot be

- a) Special shapes like stars and banners
- b) Drawing objects like rectangles ovals
- c) Pictures
- d) All can be hyperlinks

**Q6.** In Excel you can use the drag and drop method to

- a) Copy cell contents
- b) Delete cells contents
- c) Add cell contents
- d) All of above

**Q7.** 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
- 

**Q8.** Excel files have a default extension of

- a) Xls
  - b) Xlw
  - c) Wkl
  - d) 123
  - e) None of these
- 

**Q9.** L Edit > Delete command

- a) Deletes the content of a cell
  - b) Deletes Formats of cell
  - c) Deletes the comment of cell
  - d) Deletes selected cells
  - e) None of these
- 

**Q10.** In Excel cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

- a) B1-G10
  - b) B1.G10
  - c) B1;G10
  - d) B1:G10\*
- 

**Q11.** In Excel the following is not a basic step in creating a worksheet

- a) Save workbook
- b) Modify the worksheet

- c) Enter text and data
  - d) Copy the worksheet
- 

**Q12.** When you work with large worksheets, you may need to

- a) size the worksheet to fit on the specific number of pages
- b) add and remove page breaks
- c) specify only certain print areas
- d) all of above
- e) None of these

**1000+ FREE MICROSOFT EXCEL Q/A BASED QUESTIONS AND ANSWERS FOR ALL COMPETITIVE EXAMS**

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

---

**Q13.** Data marker on a chart are linked to data points in a . worksheet therefore,

- a) You can automatically apply formatting to a data series
  - b) You can change the position of a data marker and automatically change the data point value in the worksheet
  - c) You can change a data print value and automatically are draw the chart
  - d) a and b
  - e) None of these
- 

**Q14.** In Excel the auto calculate feature

- a) Can only add values in a range of cells
  - b) Provides a quick way to view the results of an arithmetic operation on a range of cells
  - c) Automatically creates formulas and adds them to a worksheet
  - d) None of the above
-

**Q15.** Excel worksheet cells work very similarly to what common element of the windows graphical user interface

- a) Option buttons
- b) List boxes
- c) Text boxes
- d) Combo boxes
- e) None of these

[Read More ms excel Question and Answers »](#)

**Answers to the above questions :**

**Q1. Answer: (c)**

**Q2. Answer: (a)**

**Q3. Answer: (c)**

**5000+ COMPUTER MCQ TOPIC WISE MCQ QUESTION BANK WITH SOLVED ANSWERS & FREE PDF**

[FUNDAMENTAL & CONCEPTS OF COMPUTER](#)    [COMPUTER SECURITY](#)

[COMPUTER ACRONYMS & ABBREVIATION](#)    [BASICS OF HARDWARE & SOFTWARE](#)

[INPUT & OUTPUT DEVICES](#)    [OPERATING SYSTEM](#)    [SOFTWARE CONCEPTS](#)

[SOFTWARE ENGINEERING](#)    [DATA STRUCTURES & ALGORITHMS](#)

[COMPUTER NETWORKS](#)    [PARALLEL COMPUTING](#)    [WINDOW PROGRAMMING](#)

[INTERNET AWARENESS](#)    [MICROSOFT WINDOWS OPERATING SYSTEM](#)

[MICROSOFT WINDOWS KEYBOARD SHORTCUTS](#)    [MICROSOFT OFFICE QUIZ](#)

[MICROSOFT WORD MCQ](#)

[MICROSOFT EXCEL Q/A](#)

[MICROSOFT POWERPOINT Q/A](#)

[MICROSOFT ACCESS MCQ](#)

[COMPUTER MEMORY MCQ](#)

[DATA BASE MANAGEMENT SYSTEM \(DBMS\)](#)

[DATA MINING AND DATA WARE HOUSE](#)

[ELECTRONICS DATA PROCESSING](#)

**Q4. Answer: (d)**

**Q5. Answer: (d)**

**Q6. Answer: (a)**

**Q7. Answer: (d)**

**Q8. Answer: (a)**

**Q9. Answer: (d)**

**Q10. Answer: (d)**

**Q11. Answer: (d)**

**Q12. Answer: (d)**

**Q13. Answer: (b)**

**Q14. Answer: (b)**

**Q15. Answer: (c)**

On our site **Careerions.com**, You can find all the content you need to prepare for any kind of exam like. **Verbal Reasoning, Non-Verbal Reasoning, Aptitude, English, Computer, History, Polity, Economy, Geography, General Science, General Awareness** & So on. Make use of our expert-curated content to get an edge over your competition and prepare for your exams effectively.

Practice with our **Free Practice MCQs, Mock Tests Series, Online Quiz** and get an idea of the real exam environment. Keep track of your progress with our detailed performance reports. They are perfect for competitive exam preparation, as well as for brushing up on basic & fundamental knowledge. The questions are updated regularly to keep up with the changing syllabuses.