MICROSOFT EXCEL Q/A BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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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

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- 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

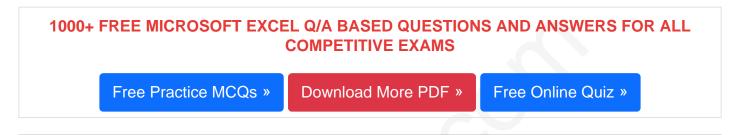
- a) Save workbook
- b) Modifiy the worksheet

- 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



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

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (a)

Q3. Answer: (c)

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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)

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