

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

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Created By [Careericons](#) Team

Q1. Which area in an Excel window allows entering values and formulas

- a) Title Bar
 - b) Menu Bar
 - c) Formula Bar
 - d) Standard Tool Bar
 - e) None of these
-

Q2. In Excel A data map is helpful

- a) When you have too much data to chart
 - b) To show a geographic distribution of data
 - c) To compare data points
 - d) To show changes in data over time
-

Q3. You can set Page Border in Excel from

- a) From Border tab in Format Cells dialog box
 - b) From Border tool in Formatting toolbar
 - c) From Line Style tool in Drawing toolbar
 - d) You can not set page border in Excel
 - e) None of these
-

Q4. What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20?

- a) Select both cells, and then drag the fill handle over the range you- want, for instance 18 more rows
- b) Select the range you want, include both cells, point to fill on the Edit menu, and then click down.
- c) Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the Paste button, and then click Paste Special
- d) All of above
- e) None of these

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Q5. In Excel the following is not an underline option in the format cells dialog box

- a) Double
- b) Single Engineering
- c) Single Accounting
- d) Double Accounting

Q6. In Excel intersection of a row and column is called :

- a) Cata
- b) A field.
- c) A cell
- d) An equation.

Q7. Which elements of a worksheet can be protected from accidental modification?

- a) Contents
- b) Objects

- c) Scenarios
 - d) All of the above
 - e) None of these
-

Q8. In Excel to center worksheet titles across a range of cell, you must

- a) Select the cells containing the title text and use the fill handle to center the text across a range of cells
 - b) Widen the columns
 - c) Select the cells containing the title text and use the fill handle to center the text across a range of cells
 - d) Widen the column
-

Q9. Comments can be added to cells using.....

- a) Edit-> Comments
 - b) Insert •> Comment
 - c) File-> Comments
 - d) View-> Comments
 - e) None of these
-

Q10. How do you select an entire column?

- a) Select Edit > Select > Column from the menu
 - b) Click the column heading letter
 - c) Hold down the shift key as you click anywhere in the column,
 - d) Hold down the Ctrl key as you click anywhere in the column
 - e) None of these
-

Q11. To view a cell comment

- a) click the edit comment command on the insert menu

- b) click the display comment command on the window menu
 - c) position the mouse pointer over the cell
 - d) click the comment command on the view menu
 - e) None of these
-

Q12. In Excel the chart wizard

- a) Can place a chart on a new chart sheet or on any sheet in the workbook
- b) Can only place a chart on new chart sheet
- c) Can only place a chart on a new blank worksheet
- d) Can only be used to create embedded charts

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Q13. Which of the following Excel screen components can NOT be turned on or off ?

- a) Formula Bar
 - b) Status Bar
 - c) Tool Bar
 - d) All of above
 - e) None of these
-

Q14. You can edit existing Excel data by pressing the

- a) F1key
- b) F2key
- c) F3key
- d) F4key

e) None of these

Q15. To apply Goal Seek command your cell pointer must be in

- a) The Changing cell whose value you need to find
 - b) The Result Cell where formula is entered
 - c) The cell where your targeted value is entered
 - d) All of above
 - e) None of these
-

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (b)

Q3. Answer: (d)

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Q4. Answer: (a)

Q5. Answer: (b)

Q6. Answer: (c)

Q7. Answer: (d)

Q8. Answer: (a)

Q9. Answer: (b)

Q10. Answer: (b)

Q11. Answer: (c)

Q12. Answer: (b)

Q13. Answer: (e)

Q14. Answer: (b)

Q15. Answer: (b)

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