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

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- 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) FI I e-> 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

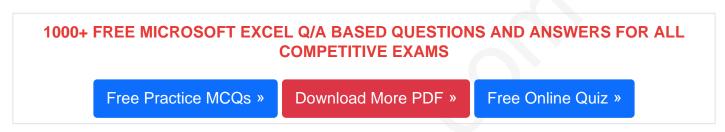
Q11. To view a cell comment

a) click the edit comment command on the insert menu

- b) click the display comment command on the window menuc) 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



- 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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