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

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Q1. How are data organized in a spreadsheet?

a) Lines and spaces

b) Layers and planes

c) Rows and columns

d) Height and width

e) None of these

Q2. In Excel it is acceptable to let long text flow into adjacent cells on a worksheet when

a) Data will be entered in the adjacent cells

b) No data will be entered in the adjacent cells

c) There is not suitable abbreviation of the text

d) There is not time to format the next

Q3. How can you print three copies of a workbook?

a) Select File>Properties form the menu and type 3 in the Copies to print text box.

b) Select File >Print from the menu and type 3 in the Number of copies text box.

c) Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made

d) Press Ctri+P+3

e) None of these

Q4. When you use the fill effects in the format data series dialog box, you can not

a) rotate text on the chart

b) select a fore ground color

c) select a pattern

d) select a background color

e) None of these

Q5. In Excel each excel file is called a workbook because

a) It can contain text and data

b) It can be modified

c) It can contain many sheets including worksheets and chart sheets

d) You have to work hard to create it

Q6. In Excel a fast way to add up this column of number is to click in the cell below the numbers and then

a) Click subtotals on the data menu

b) View the sum in the formula bar

c) Click the autosum button on the standard toolbar, then press enter

d) All of above

Q7. In Excel one can copy data or formulas

a) With the copy, paste and cut commands on the edit menu

b) With commands on ta shortcut menu

c) With buttons on the standard toolbars

d) All of the above

Q8. In Excel to create a formula, you first

a) Select the cell you want to place the formula into

b) Type the equals sign (=) to tell Excel that you're about to enter a formula

c) Enter the formula using any input values and the appropriate mathematical operators that make up your formula

d) Choose the new command from the file menu

Q9. Tab scroll buttons are place on Excel screen

a) towards the bottom right corner

b) towards the bottom left corner

c) towards the top right corner

d) towards the top left corner

e) None of these

Q10. When you link data maintained in an excel workbook to a word document

a) The word document can not be edit

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

e) None of these

Q11. The spelling tool Is placed on _toolbar

a) Standard

b) Formatting

c) Drawing

d) Reviewing

e) None of these

Q12. 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

e) None of these

Q13. Which of the following is a popular DOS based spreadsheet package?

a) Word

b) Smart cell

c) Excel

d) Lotus 1-2-3

e) None of these

Q14. In Excel to delete an embedded objects, first

a) Double click the object

b) Select the object by clicking it

c) Press the Shift + Delete keys

d) Select it and then press the delete key

Q15. In Excel on an excel sheet the active cell in indicated by

a) A dark wide boarder

b) A dotted border

c) A blinking border

d) None of above

Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (b)

Q3. Answer: (b)

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Q4. Answer: (a)

Q5. Answer: (c)

Q6. Answer: (c)

Q7. Answer: (d)

Q8. Answer: (a)

Q9. Answer: (b)

Q10. Answer: (b)

Q11. Answer: (a)

Q12. Answer: (a)

Q13. Answer: (d)

Q14. Answer: (d)

Q15. Answer: (a)

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