

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

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Created By [Careericons](#) Team

Q1. Tab scrolling button

- a) Allow you to view a different worksheet
 - b) Allow you to view additional worksheet rows down
 - c) Allow you to view additional worksheet columns to the right
 - d) Allow you to view additional sheets tabs
 - e) None of these
-

Q2. In Excel Charts tips can

- a) Show the formatting of a data label
 - b) Show the name of a data series
 - c) Show the value of data point
 - d) Both (B) and (C)
-

Q3. Which of the following is not a worksheet design criterion?

- a) Efficiency
 - b) Aditibility
 - c) Description
 - d) Clarity
 - e) None of these
-

Q4. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence ofsgyents that will do this?

- a) Go to File-Save As - Save As Type - Excel worksheet
- b) Right click on the spreadsheet tab and select DELETE
- c) Right click on the spreadsheet and select Insert – Entire Column
- d) All of above
- e) None of these

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Q5. In Excel 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

Q6. What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?

- a) Scenario Summary report
- b) Goal Seek
- c) Forecasting
- d) Trend line
- e) None of these

Q7. In Excel what chart object is horizontal or vertical line that extends across the plot area to make it easier to read and follow the values?

- a) Category axis
- b) Data marker

- c) Data point
 - d) Gridline
-

Q8. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in.....

- a) ascending order
 - b) descending order
 - c) alphabetical order
 - d) random order
 - e) None of these
-

Q9. A typical worksheet has Number of columns

- a) 128
 - b) 256
 - c) 512
 - d) 1024
 - e) None of these
-

Q10. Pounding errors can occur

- a) When you use multiplication, division, or exponentiation in a formula
 - b) When you use addition and subtraction in a formula
 - c) Because excel uses hidden decimal places in computation
 - d) When you show the results of formulas with different decimal places that the calculated results
 - e) None of these
-

Q11. To insert three columns between columns D and E you would

- a) Select column D

- b) Select column E
 - c) Select columns E, F and G
 - d) Select columns D, E, and F
 - e) None of these
-

Q12. Which of the following is a correct order of precedence in a formula calculation?

- a) Multiplication and division, exponential positive and negative value
- b) Multiplication and division, positive and negative values, addition and subtraction
- c) Addition and subtraction, positive and negative values, exponentiation
- d) All of above
- e) None of these

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Q13. To protect a worksheet, you can choose Protection and the Protect Sheet from the..... menu

- a) Edit
 - b) Format
 - c) Tools
 - d) Data
 - e) None of these
-

Q14. Which of the following setup options can not be set in the page setup dialog box?

- a) Printer selection
- b) Vertical or horizontal placement

- c) Orientation
- d) Row and column titles
- e) None of these

Q15. You can create hyperlinks from the Excel workbook to

- a) A webpage on company internet
- b) A web page on the internet
- c) Other Office 97 application documents
- d) All
- e) None of these

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Answers to the above questions :

Q1. Answer: (d)

Q2. Answer: (d)

Q3. Answer: (c)

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Q4. Answer: (b)

Q5. Answer: (d)

Q6. Answer: (d)

Q7. Answer: (d)

Q8. Answer: (b)

Q9. Answer: (b)

Q10. Answer: (a)

Q11. Answer: (b)

Q12. Answer: (e)

Q13. Answer: (c)

Q14. Answer: (a)

Q15. Answer: (d)

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