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

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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 of sgyents 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

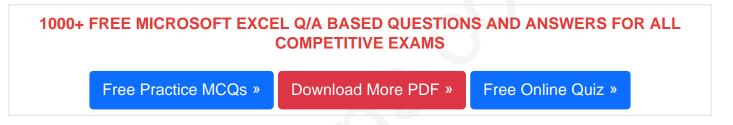
Q11. To insert three columns between columns D and E you would

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



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)

Q12. Answer: (e)

Q13. Answer: (c)

Q14. Answer: (a)

Q15. Answer: (d)

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