

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

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Created By [Careericons](https://careericons.com) Team

Q1. Which of the following is not a valid data type in Excel?

- a) Number
 - b) Character
 - c) Label
 - d) Date/Time
 - e) None of these
-

Q2. In Excel the function calculates depreciation at the same amount each year over an asset's useful life

- a) DB (fixed-declining balance)
 - b) SLN (straight line)
 - c) DDB (double-declining)
 - d) All of above
-

Q3. Which of the following is not true about Find and Replace in Excel

- a) You can search for bold and replace with italics
 - b) You can decide whether to look for the whole word or not
 - c) You can search in formula too
 - d) You can search by rows or columns or sheets
 - e) None of these
-

Q4. A worksheet range is a

- a) A command used for data modeling
- b) A range of values such as from 23 to 234
- c) A group of cells
- d) A group of worksheets

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Q5. Which of the following is not a way to complete a cell entry?

- a) Pressing enter
- b) Pressing any arrow key on the keyboard
- c) Clicking the Enter button on the Formula bar
- d) Pressing spacebar
- e) None of these

Q6. All formula In Excel start with

- a) .>
- b) +
- c) =
- d) -
- e) None of these

Q7. Pre-made sheet formats like Simple, Classic, Accounting, Colorful etc can be applied from

- a) from Format » Cells
- b) from Format > > Auto format
- c) from Table > > Auto format

- d) All of above
 - e) None of these
-

Q8. Excel worksheet cells work very similarly to what common element of the windows graphical user interface

- a) Option buttons
 - b) List boxes
 - c) Text boxes
 - d) Combo boxes
-

Q9. To activate the previous cell in a pre-selected range, press

- a) The Alt key
 - b) The Tab key
 - c) The Enter key
 - d) All of the above
 - e) None of these
-

Q10. Tab scrolling buttons

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

Q11. You can enter which types of data into worksheet cells?

- a) Labels, values, and formulas
- b) Labels and values but not formulas

- c) Values and formulas but not labels
 - d) Formulas only
 - e) None of these
-

Q12. Which menu option can be used to split windows into two

- a) View > window > split
- b) Format > window
- c) Window > split
- d) View > split
- e) None of these

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Q13. What Is entered by the function •today ()

- a) The date value for the day according to system clock
 - b) The time value according to system clock
 - c) Today's date as Text format
 - d) All of above
 - e) None of these
-

Q14. To copy cell contents using drag and drop press the

- a) End key
 - b) Shift key
 - c) Ctrl key
 - d) Esc key
 - e) None of these
-

Q15. Ctrl +p shortcut key in Excel will

- a) Open the font dialog box
- b) Apply double underline for the active cell
- c) Fill down in the selection
- d) All of above
- e) None of these

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Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (b)

Q3. Answer: (d)

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Q4. Answer: (c)

Q5. Answer: (d)

Q6. Answer: (c)

Q7. Answer: (b)

Q8. Answer: (c)

Q9. Answer: (e)

Q10. Answer: (d)

Q11. Answer: (a)

Q12. Answer: (c)

Q13. Answer: (a)

Q14. Answer: (d)

Q15. Answer: (c)

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