

MS EXCEL

Sl No	Question	Option - A	Option - B	Option - C	Option - D	Ans
01	MS Excel provides the default value for step in Fill Series dialog box	0	1	5	10	B
02	Default extensions of Microsoft excel 2007.	.Docx	.mdb	.xlsx	.rtf	C
03	In PMT and FV function, What is the meaning of Type	indicates when payments are due	The interest rate for the loan	The total number of payments	The present value	A
04	Filter option present in _____ ?	Insert	Formula	Review	Home	D
05	First cell address is _____ ?	A1	A2	A3	A4	A
06	Goal Seek and Scenarios are AVAILABLE IN WHERE?	Data	Home	View	Formula	A
07	How many type of sorting of data is available in ms-excel ?	1	2	3	4	B
08	If is _____ function.	Logical	Data type	Math	String	A
09	In ms-excel 2007 last columns name is _____ ?	Xfa	Xfb	Xfc	Xfd	D
10	Which of the following Excel screen components can NOT be turned on or off?	Formula Bar	Status Bar	Tool Bar	None of above	D
11	Last cell address of MS-excel 2007	Xfd1048576	Xfd1048555	Xfd1048578	Xfd1048599	A
12	Merge cell and currency option present in _____ tab	Data	View	Insert	Home	D
13	Microsoft excel present in _____ ?	Microsoft office	Accessories	Microsoft visual studio 6.0	None of these	A
14	Which of the following is not the correct method of editing the cell content?	Press the Alt key	Press the F2 key	Click the formula bar	Double click the cell	A
15	How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?	F8	F9	F10	F11	B
16	Which command or Formula will you choose to convert a column of data into row?	Transpose	CUT	Datedif	Sumifs	
17	To calculate factorial value of any number. We use _____ function.	Fact	Factor	Factorial	NONE OF THESE	A
18	Protect work book mean, protect the _____ ?	Work sheet	Work book	Cell	All of these	B
19	Series option present in _____ ?	Insert	Home	View	Page layout	B
20	Short cut key of filter is _____ ?	Shift + ctrl + l	Ctrl + ;	Ctrl + o	Ctrl + b	A
21	Short cut of system date in excel	Ctrl + ;	Ctrl + :	Ctrl + >	Ctrl + <	A
22	Shortcut key of sum function in excel	Auto sum	Shft+down arrow	Shft+up arrow	Alt+=	D
23	Each excel file is called a workbook because	You have to work hard to create it	It can contain text and data	It can be modified	It can contain many sheets	D
24	The shortcut key to save and close a file is _____	Ctrl+w	Ctrl+h	Ctrl+m	Ctrl+9	A
25	There is a _____ type of filter available.	1	2	3	4	B
26	Print area option present in _____ ?	Page layout	Data	Home	All of these	A
27	To create a new table in FoxPro. Which command we use ?*	Use	Create	Display	List	B
28	Which types of charts can excel produce?	Bar,Pie,Column etc.	Bar,Pie,Wide etc.	NONE OF THESE	All of the above	A
29	How are data organized in a spreadsheet?	Lines and spaces	Layers and planes	Rows and columns	Height and width	C
30	When the formula bar is active, you can see	The edit formula button	The cancel button	The enter button	All of the above	D
31	Number of columns in MS Excel 2007 is	1024576	512	1048576	256	C
32	You can use the formula palette to	format cells containing numbers	create and edit formula containing functions	enter assumptions data	copy a range of cells	B
33	When a range is selected, how can you activate the previous cell?	Press the Alt key	Press Tab	Press Enter	None of above	D
34	Which tool you will use to join some cells and place the content at the middle of joined cell?	From Format Cells dialog box click on Merge Cells check box	From Format Cells dialog box select the Centered alignment	From Format Cells dialog box choose Merge and Center check box	Click on Merge and Center tool on formatting toolbar	D

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35	Tab scroll buttons are place on Excel screen	towards the bottom right corner	towards the bottom left corner	towards the top right corner	towards the top left corner	B
36	The Name box on to the left of formula bar	shows the name of workbook currently working on	shows the name of worksheet currently working on	shows the name of cell or range currently working on	None of above	C
37	Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?	work sheet	chart sheet	module sheet	data sheet	D
38	You want to set such that when you type Baisakhi and drag the fill handle, Excel should produce Jyeshtha, Aashaadha and so on. What will you set to effect that?	Custom List	Auto Fill Options	Fill Across Worksheet	Fill Series	A
39	You can merge the main document with data source in Excel. In mail merge operation, Word is usually	server	source	client	none	C
40	Where can you change automatic or manual calculation mode in Excel?	Double CAL indicator on status bar	Go to Tools >> Options >> Calculation and mark the corresponding radio button	Both of above	None of above	B
41	Long text can be broken down into many lines within a cell. You can do this through	Wrap Text in Format >> Cells	Justify in Edit >> Cells	Text Wrapping in Format >> Cells, Layout tab	All of above	A
42	Which of the following option is not available in Paste Special dialog box?	add	subtract	divide	sort	D
43	Which command will you choose to convert a column of data into row?	Cut and Paste	Edit >> Paste Special >> Transpose	Both of above	None of above	B
44	It is acceptable to let long text flow into adjacent cells on a worksheet when	data will be entered in the adjacent cells	no data will be entered in the adjacent cell	there is no suitable abbreviation for the text	there is not time to format the text	B
45	Which of the cell pointer indicates you that you can make selection?	Doctor's symbol (Big Plus)	small thin plus icon	Mouse Pointer with anchor at the tip	None of above	A
46	Which of the cell pointer indicates that you can fill series?	Doctor's symbol (Big Plus)	small thin plus icon	Mouse Pointer with anchor at the tip	None of above	B
47	Which of the cell pointer indicate that you can move the content to other cell?	Doctor's symbol (Big Plus)	small thin plus icon	Mouse Pointer with anchor at the tip	None of above	C
48	You can auto fit the width of column by	double clicking on the column name on column header	Double click on the cell pointer in worksheet	Double clicking on column right border on column header	Double clicking on the column left border of column header	C
49	How can you show or hide the gridlines in Excel Worksheet?	Go to Tools >> Options >> View tab and mark or remove the check box named Gridline	Click Gridline tool on Forms toolbar	Both of above	None of the above	C
50	Data of the cell modified by _____?	F1	F2	F3	F4	B