

COMPUTER MS EXCEL TEST-PART-2

ENG

Total points 50/50 

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 51. Which tab in Excel is used to record a Macro? *

1/1

- A) Home
- B) Insert
- C) Data
- D) Developer



✓ 52. What is the default zoom percentage for a new worksheet? *

1/1

- A) 75%
- B) 100%
- C) 120%
- D) 150%



✓ 53. Which function calculates the number of workdays between two dates?

*1/1

- A) DAYS
- B) NETWORKDAYS
- C) WORKDAY
- D) ATEDIF

✓

✓ 54. To display cell formulas instead of their results, which shortcut key combination is used?

*1/1

- A) Ctrl + ~ (tilde)
- B) Ctrl + ' (apostrophe)
- C) Ctrl + F2
- D) Alt + F1

✓

✓ 55. Which of these is a way to reference a cell in another worksheet within the same workbook?

*1/1

- A) Sheet2!A1
- B) Sheet2::A1
- C) Sheet2.A1
- D) [Sheet2]A1

✓

✓ 56. What does 'TEXT TO COLUMNS' feature do? *

1/1

- A) Converts numbers to text
- B) Splits a single column of text into multiple columns
- C) Combines multiple columns into a single column
- D) Converts text to a table format



✓ 57. Which data tool allows you to create different scenarios (sets of input values) for a worksheet? *

1/1

- A) Goal Seek
- B) Data Table
- C) Scenario Manager
- D) Solver



✓ 58. What is the purpose of the 'Watch Window' in Excel? *

1/1

- A) To monitor changes in cell values or formulas as you work
- B) To view a live feed of external data
- C) To display a clock and calendar
- D) To preview printing layout



✓ 59. Which type of chart is ideal for showing the composition of a whole, *1/1 like market share?

- A) Bar Chart
- B) Line Chart
- C) Pie Chart
- D) Area Chart

✓

✓ 60. What is the name of the feature that automatically completes entries *1/1 based on existing entries in the column?

- A) AutoCorrect
- B) AutoFill
- C) AutoComplete
- D) Flash Fill

✓

✓ 61. Which function extracts a specific number of characters from the *1/1 middle of a text string?

- A) LEFT()
- B) RIGHT()
- C) MID()
- D) EXTRACT()

✓

✓ 62. What is the keyboard shortcut to save a workbook? *

1/1

- A) Ctrl + S
- B) Ctrl + A
- C) Ctrl + P
- D) Ctrl + X



✓ 63. Which feature allows you to perform "what-if" analysis by changing values in cells to see how those changes affect the outcome of formulas? *1/1

- A) Goal Seek
- B) Solver
- C) Scenario Manager
- D) Data Tables



✓ 64. What does the 'LEN()' function return? *

1/1

- A) The length of a number
- B) The number of characters in a text string
- C) The number of cells in a range
- D) The length of a formula



✓ 65. Which of the following is NOT a valid error value in Excel? *

1/1

- A) #DIV/0!
- B) #VALUE!
- C) #ERROR!
- D) #REF!

✓

✓ 66. What is the maximum number of columns in an Excel worksheet (for modern versions like Excel 2007 and later)? *1/1

- A) 256
- B) 1,024
- C) 16,384
- D) 65,536

✓

✓ 67. Which tab on the Ribbon would you find the 'Text to Columns' feature? *1/1

- A) Home
- B) Insert
- C) Data
- D) Review

✓

✓ 68. What is the primary purpose of password-protecting an Excel workbook?

*1/1

- A) To prevent accidental deletion
- B) To restrict unauthorized access and modification
- C) To compress the file size
- D) To speed up loading time

✓

✓ 69. Which function is used to calculate the future value of an investment based on a series of periodic, constant payments and a constant interest rate?

*1/1

- A) PV
- B) FV
- C) PMT
- D) NPER

✓

✓ 70. What is the quickest way to copy formatting from one cell to multiple other cells?

*1/1

- A) Copy, then Paste Special - Formats
- B) Use the Format Painter
- C) Drag the fill handle while holding Ctrl
- D) Use the Copy button multiple times

✓

✓ 71. Which keyboard shortcut is used to move the active cell to the beginning of the row?

*1/1

- A) Home
- B) Ctrl + Home
- C) Alt + Home
- D) Shift + Home

✓

✓ 72. What is the primary use of a 'Data Table' in Excel? *

1/1

- A) To store raw data
- B) To summarize data with a PivotTable
- C) To perform sensitivity analysis by testing different input values
- D) To validate data entry

✓

✓ 73. Which function counts the number of cells in a range that are not empty?

*1/1

- A) COUNT
- B) COUNTA
- C) COUNTBLANK
- D) COUNTIF

✓

✓ 74. What is the purpose of the 'PMT()' function? *

1/1

- A) To calculate the number of payments for a loan
- B) To calculate the interest paid on a loan
- C) To calculate the periodic payment for a loan or an investment
- D) To calculate the present value of an investment



✓ 75. What does the 'Wrap Text' feature do? *

1/1

- A) Creates a new line within a cell to display all content
- B) Automatically shrinks text to fit within a cell
- C) Rotates text to a vertical orientation
- D) Merges multiple cells into one



✓ 76. Which of these can NOT be validated using Data Validation? *

1/1

- A) Whole number
- B) Date
- C) Time
- D) Complex formula output



✓ 77. What is the shortcut to insert a new worksheet? *

1/1

- A) Shift + F11
- B) Ctrl + N
- C) Alt + N
- D) F11

✓

✓ 78. Which function returns the remainder after a number is divided by a divisor? *1/1

- A) QUOTIENT()
- B) MOD()
- C) INT()
- D) ROUND()

✓

✓ 79. What does the 'Name Manager' allow you to do? *

1/1

- A) Rename worksheets
- B) Create, edit, and delete defined names for cells or ranges
- C) Manage usernames for sharing workbooks
- D) Change the name of the Excel application

✓

✓ 80. Which of the following is an example of a mixed cell reference? * 1/1

- A) A1
- B) \$A\$1 ✓
- C) A\$1
- D) B2:C5

✓ 81. Which function is used to convert a text string to proper case (first letter of each word capitalized)? *1/1

- A) UPPER()
- B) LOWER()
- C) PROPER() ✓
- D) CAPITALIZE()

✓ 82. What is the shortcut to insert a chart sheet based on the selected data? *1/1

- A) F1
- B) F7
- C) F11 ✓
- D) F12

✓ 83. Which Excel feature allows multiple users to work on the same workbook simultaneously?

*1/1

- A) Workbook Protection
- B) Share Workbook
- C) Track Changes
- D) Version History

✓ 84. What does the 'FIND()' function do? *

1/1

- A) Finds a cell with a specific value
- B) Finds a text string within another text string (case-sensitive)
- C) Finds and replaces text
- D) Finds the location of a file

✓ 85. What is the main purpose of the 'Subtotal' feature in Excel? *

1/1

- A) To calculate grand totals only
- B) To summarize data with aggregate functions for groups of data
- C) To filter data based on criteria
- D) To split data into multiple columns

✓ 86. Which of the following is an example of a date format in Excel? *

1/1

- A) General
- B) Short Date
- C) Text
- D) Special

✓

✓ 87. How can you remove duplicate rows from a dataset in Excel? *

1/1

- A) Using Conditional Formatting
- B) Using the 'Remove Duplicates' tool under the Data tab
- C) Using a PivotTable
- D) Using the Sort & Filter option

✓

✓ 88. Which tab on the Ribbon would you find 'Track Changes' and 'Comments'?

*1/1

- A) Home
- B) Insert
- C) Data
- D) Review

✓

✓ 89. Which function is used to return the current system date and time? * 1/1

- A) DATE()
- B) TIME()
- C) NOW()
- D) TODAY()

✓

✓ 90. What is the primary purpose of a 'Scenario Manager'? * 1/1

- A) To manage different versions of a workbook
- B) To save and switch between different sets of input values in a worksheet
- C) To create charts for hypothetical data
- D) To perform financial analysis

✓

✓ 91. Which function would you use to count cells that contain numbers and text? *1/1

- A) COUNT()
- B) COUNTA()
- C) COUNTBLANK()
- D) COUNTIF()

✓

✓ 92. What does 'Sparklines' in Excel represent? *

1/1

- A) Small charts within a single cell
- B) Formatting styles for charts
- C) Error indicators in formulas
- D) Animations in a worksheet

✓

✓ 93. Which of the following allows you to link data between different worksheets or workbooks? *

1/1

- A) External References
- B) Cell Merging
- C) Data Validation
- D) Hyperlinks

✓

✓ 94. What is the function to extract the year from a date? *

1/1

- A) DAY()
- B) MONTH()
- C) YEAR()
- D) DATEVALUE()

✓

✓ 95. Which button in the 'Sort' dialog box allows you to sort by multiple columns? *1/1

- A) Options
- B) Add Level
- C) Custom List
- D) Sort By



✓ 96. What is the keyboard shortcut to open the 'Find and Replace' dialog box? *1/1

- A) Ctrl + F
- B) Ctrl + H
- C) Both A and B
- D) Ctrl + R



✓ 97. Which feature can be used to restrict data input to a predefined list of values? *1/1

- A) Conditional Formatting
- B) Drop-down list (via Data Validation)
- C) Combo Box (from Developer tab)
- D) AutoFill



✓ 98. What is the purpose of the 'Goal Seek' feature? *

1/1

- A) To find the maximum value in a range
- B) To calculate the input value needed to achieve a desired result
- C) To optimize a problem with constraints
- D) To track changes made to a worksheet



✓ 99. What does the '\$' sign in a cell reference (e.g., \$A\$1) signify? *

1/1

- A) It's a named range
- B) It's a currency format
- C) It makes the reference absolute (locks row and/or column)
- D) It indicates a formula error



✓ 100. Which option allows you to combine values from multiple worksheets into a single summary worksheet? *

1/1

- A) Merge & Center
- B) Consolidate
- C) Group Worksheets
- D) Data Table



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