

# COMPUTER MS EXCEL TEST-PART-3 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME \*

VIVA  
.....

✓ 101. Which function is used to round a number to a specified number of \*1/1 digits?

- ☐ A) TRUNC()
- ☐ B) INT()
- ☒ C) ROUND()
- ☐ D) CEILING()



✓ **102. What is the shortcut to toggle between displaying formulas and their results in cells?** \*1/1

- ☒ A) Ctrl + (grave accent)
- ☐ B) Ctrl + ' (apostrophe)
- ☐ C) Alt + F
- ☐ D) Ctrl + ~ \*\*



✓ **103. Which tab on the Ribbon do you primarily use for managing chart elements like titles, legends, and data labels?** \*1/1

- ☐ A) Insert
- ☐ B) Page Layout
- ☒ C) Chart Design (or Design tab when chart is selected)
- ☐ D) Formulas



✓ **104. What does the 'SEARCH()' function do? \*** 1/1

- ☐ A) Finds a cell with a specific value
- ☒ B) Finds a text string within another text string (case-insensitive)
- ☐ C) Finds and replaces text
- ☐ D) Searches for files on your computer



✓ **105. Which tool helps in splitting data from one cell into multiple cells based on a delimiter?** \*1/1

- ☐ A) Concatenate
- ☒ B) Text to Columns
- ☐ C) Flash Fill
- ☐ D) Remove Duplicates



✓ **106. In Excel, a named range refers to: \*** 1/1

- ☐ A) A specific chart type
- ☒ B) A cell or range of cells with a descriptive name
- ☐ C) A protected area of the worksheet
- ☐ D) A folder where Excel files are stored



✓ **107. What is the keyboard shortcut to insert a hyperlink in a cell? \*** 1/1

- ☐ A) Ctrl + L
- ☒ B) Ctrl + K
- ☐ C) Ctrl + H
- ☐ D) Ctrl + I



✓ 108. Which function returns the number of days between two dates? \* 1/1

- ☒ A) DAYS() ✓
- ☐ B) DATEDIF()
- ☐ C) NETWORKDAYS()
- ☐ D) DATE()

✓ 109. What is the purpose of the 'Watch Window' in Excel? \* 1/1

- ☒ A) To monitor the values of cells and formulas without constantly scrolling ✓
- ☐ B) To view a history of changes made to a workbook
- ☐ C) To watch video tutorials on Excel
- ☐ D) To display the current time

✓ 110. Which function is used to calculate the average of cells that meet a single criterion? \* 1/1

- ☐ A) AVERAGE()
- ☐ B) SUMIF()
- ☒ C) AVERAGEIF() ✓
- ☐ D) MEDIAN()

✓ 111. What is the default view when you open a new workbook in Excel? \* 1/1

- ☐ A) Page Layout View
- ☐ B) Print Preview
- ☒ C) Normal View
- ☐ D) Page Break Preview



✓ 112. Which of the following is NOT a common chart component? \* 1/1

- ☐ A) Data Series
- ☐ B) Gridlines
- ☒ C) Page Breaks
- ☐ D) Axis Titles



✓ 113. What is the primary purpose of the 'Consolidate' feature? \* 1/1

- ☐ A) To combine text from multiple cells
- ☒ B) To merge multiple worksheets into a single summary worksheet
- ☐ C) To link data across different workbooks
- ☐ D) To group rows and columns



✓ **114. Which function allows you to perform a logical test and return one value for a TRUE result, and another for a FALSE result?** \*1/1

- ☐ A) AND()
- ☐ B) OR()
- ☐ C) NOT()
- ☒ D) IF()



✓ **115. How do you quickly insert multiple blank rows in Excel?** \* 1/1

- ☒ A) Select the number of rows you want to insert, right-click, and choose 'Insert'. ✓
- ☐ B) Press Ctrl + Plus (+) multiple times.
- ☐ C) Use the Insert Rows button on the Home tab multiple times.
- ☐ D) Drag the fill handle downwards.

✓ **116. What does 'AutoFit Column Width' do?** \* 1/1

- ☐ A) Sets all columns to a default width.
- ☒ B) Adjusts the column width to fit the longest text or number in that column. ✓
- ☐ C) Adjusts column width to fit the window size.
- ☐ D) Automatically wraps text in the column.

✓ 117. Which symbol is used to perform multiplication in Excel? \*

1/1

- ☐ A) X
- ☒ B) \*
- ☐ C) #
- ☐ D) @ \*\*



✓ 118. Which feature helps you understand the relationships between formulas and cells by tracing precedents and dependents?

\*1/1

- ☐ A) Error Checking
- ☒ B) Formula Auditing
- ☐ C) Evaluate Formula
- ☐ D) Watch Window



✓ 119. What is the shortcut to apply the 'General' number format? \*

1/1

- ☒ A) Ctrl + Shift + ~
- ☐ B) Ctrl + Shift + 1
- ☐ C) Ctrl + Shift + \$
- ☐ D) Ctrl + Shift + %



✓ 120. Which function is used to look up a value in the top row of a table and return a value in the same column from a row you specify? \*1/1

- ☐ A) VLOOKUP
- ☐ B) INDEX
- ☒ C) HLOOKUP
- ☐ D) MATCH



✓ 121. Which function is used to convert a number to a text string with a specified format? \*1/1

- ☐ A) VALUE()
- ☒ B) TEXT()
- ☐ C) CONVERT()
- ☐ D) FORMAT()



✓ 122. What is the shortcut to repeat the last action? \* 1/1

- ☒ A) Ctrl + Y
- ☐ B) Ctrl + Z
- ☐ C) Ctrl + R
- ☐ D) F4





✓ 123. Which type of chart displays data points as dots and is typically used to show the relationship between two numerical variables? \*1/1

- ☐ A) Line Chart
- ☐ B) Bar Chart
- ☐ C) Pie Chart
- ☒ D) Scatter Chart (X Y)



✓ 124. What does the 'RIGHT()' function do? \* 1/1

- ☐ A) Returns a specified number of characters from the left of a text string.
- ☒ B) Returns a specified number of characters from the right of a text string.
- ☐ C) Aligns text to the right in a cell.
- ☐ D) Corrects grammatical errors.



✓ 125. Which feature allows you to prevent others from viewing or accessing hidden rows, columns, or worksheets without a password? \*1/1

- ☒ A) Workbook Protection
- ☐ B) Cell Protection
- ☐ C) Sheet Protection
- ☐ D) Hide/Unhide



✓ 126. What is the keyboard shortcut to edit the active cell's contents (enter edit mode)? \*1/1

- ☐ A) F1
- ☒ B) F2
- ☐ C) F3
- ☐ D) F4



✓ 127. Which function is used to find the smallest value in a range of cells? \*1/1

- ☒ A) MIN ( )
- ☐ B) MAX ( )
- ☐ C) SMALL ( )
- ☐ D) LOW ( )



✓ 128. What is the purpose of the 'OFFSET()' function? \* 1/1

- ☐ A) To move data from one cell to another.
- ☒ B) To return a reference to a range that is a specified number of rows and columns from a cell or range of cells.
- ☐ C) To shift cells up, down, left, or right.
- ☐ D) To align text within a cell.



✓ 129. Which tab is primarily used to adjust margins, orientation, and print titles? \*1/1

- ☐ A) Home
- ☐ B) Insert
- ☒ C) Page Layout
- ☐ D) Data



✓ 130. What does the 'MATCH()' function return? \*

1/1

- ☐ A) The value that matches a lookup value.
- ☒ B) The relative position of an item in a range that matches a specified value.
- ☐ C) A logical TRUE or FALSE if a match is found.
- ☐ D) The number of matches found.



✓ 131. Which of these is a common method for debugging errors in Excel formulas? \*1/1

- ☐ A) Using "Trace Precedents" and "Trace Dependents"
- ☐ B) Using "Evaluate Formula"
- ☒ C) Both A and B
- ☐ D) Simply retyping the formula



✓ **132. What is the default font for new workbooks in modern Excel versions (e.g., 2007 and later)?** \*1/1

- ☐ A) Arial
- ☐ B) Times New Roman
- ☒ C) Calibri
- ☐ D) Verdana



✓ **133. Which feature helps you select specific data from a large dataset based on criteria you define?** \*1/1

- ☐ A) Sort
- ☒ B) Filter
- ☐ C) Subtotal
- ☐ D) Consolidate



✓ **134. What is the purpose of the 'INDEX()' function? \*** 1/1

- ☒ A) To return the value of a cell at the intersection of a specified row and column in a given range. ✓
- ☐ B) To find the position of a value in a list.
- ☐ C) To create an index for a large workbook.
- ☐ D) To compare two lists for matching values.

✓ 135. What is the keyboard shortcut to close the current workbook? \* 1/1

- ☒ A) Ctrl + W
- ☐ B) Ctrl + C
- ☐ C) Ctrl + X D)
- ☐ Ctrl + Z



✓ 136. Which type of chart is ideal for comparing discrete categories or showing changes over time? \*1/1

- ☐ A) Pie Chart
- ☐ B) Scatter Chart
- ☒ C) Bar Chart (or Column Chart)
- ☐ D) Area Chart



✓ 137. What does the 'CLEAN()' function do? \* 1/1

- ☒ A) Removes all non-printable characters from a text string.
- ☐ B) Removes all spaces from a text string.
- ☐ C) Clears all formatting from a cell.
- ☐ D) Deletes empty rows and columns.



✓ **138. Which of the following is a way to reference a cell in another worksheet within the same workbook?** \*1/1

- ☒ A) Sheet2!A1
- ☐ B) [Sheet2]A1
- ☐ C) A1(Sheet2)
- ☐ D) Sheet2::A1



✓ **139. What is the primary use of the 'Solver' add-in? \*** 1/1

- ☐ A) To solve basic arithmetic equations.
- ☒ B) To find the optimal solution for a problem with multiple variables and constraints.
- ☐ C) To troubleshoot formula errors.
- ☐ D) To predict future values based on historical data.



✓ **140. Which option allows you to quickly fill a range of cells with data based on a pattern recognized from other cells?** \*1/1

- ☐ A) AutoSum
- ☒ B) Flash Fill
- ☐ C) AutoCorrect
- ☐ D) Quick Analysis



✓ 141. Which function returns the number of workdays between two dates? \*1/1

- ☐ A) DAYS()
- ☐ B) WORKDAY()
- ☒ C) NETWORKDAYS()
- ☐ D) WEEKDAY()



✓ 142. What is the keyboard shortcut to insert a new worksheet (alternative to Shift + F11)? \*1/1

- ☒ A) Alt + Shift + F1
- ☐ B) Ctrl + Shift + W
- ☐ C) Ctrl + N
- ☐ D) Alt + N



✓ 143. Which Excel feature allows you to display values in a cell as a percentage of a total? \*1/1

- ☐ A) Currency format
- ☐ B) General format
- ☒ C) Percentage format
- ☐ D) Accounting format



✓ 144. What does the 'VALUE()' function do? \*

1/1

- ☐ A) Converts a number to text.
- ☒ B) Converts a text string that represents a number to a number. ✓
- ☐ C) Returns the importance of a cell.
- ☐ D) Calculates the present value.

✓ 145. In Excel, a "Spill Range" is associated with what type of function? \*

1/1

- ☐ A) Financial functions
- ☒ B) Array functions (dynamic arrays) ✓
- ☐ C) Logical functions
- ☐ D) Text functions

✓ 146. What is the shortcut to insert a formula for AutoSum? \*

1/1

- ☒ A) Alt + = ✓
- ☐ B) Ctrl + =
- ☐ C) Shift + =
- ☐ D) Ctrl + Shift + =



✓ 147. Which chart type shows the trend of the contribution of each value over time or categories, typically represented by stacked areas? \*1/1

- ☐ A) Line Chart
- ☐ B) Pie Chart
- ☒ C) Area Chart
- ☐ D) Radar Chart



✓ 148. What is the purpose of the 'Flash Fill' feature? \* 1/1

- ☐ A) To highlight specific cells quickly.
- ☒ B) To automatically fill data based on patterns it detects in your existing data.
- ☐ C) To flash alerts when an error occurs.
- ☐ D) To fill blank cells with a default value.



✓ 149. Which tab contains the 'Remove Duplicates' tool? \* 1/1

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



✓ 150. What is the keyboard shortcut to open the 'Print' dialog box? \*

1/1

- ☐ A) Ctrl + S
- ☒ B) Ctrl + P
- ☐ C) Ctrl + V
- ☐ D) Ctrl + O



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