

COMPUTER MS EXCEL TEST-PART-4 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 151. Which function is used to convert a number to text, representing it as a currency value? *1/1

- ☐ A) TEXT(value, "\$0.00")
- ☐ B) DOLLAR()
- ☐ C) CURRENCY()
- ☒ D) Both A and B



✓ 152. What is the purpose of 'Data Bars' in Conditional Formatting? * 1/1

- ☒ A) To visually represent the magnitude of cell values with colored bars.
- ☐ B) To create small charts within cells.
- ☐ C) To filter data based on numeric ranges.
- ☐ D) To add borders to cells based on values.



✓ 153. How do you toggle absolute and relative references in a formula using a keyboard shortcut? *1/1

- ☐ A) F2
- ☐ B) F3
- ☒ C) F4
- ☐ D) F5



✓ 154. Which feature allows you to add explanatory notes or comments to a cell without affecting its content? *1/1

- ☐ A) Text Box
- ☐ B) Comment
- ☐ C) Annotation
- ☒ D) Note (or Comment in newer versions)



✓ 155. What does the 'ROUNDUP()' function do? * 1/1

- ☐ A) Rounds a number down to the nearest integer.
- ☒ B) Rounds a number to a specified number of digits, always rounding up.
- ☐ C) Rounds a number to the nearest even integer.
- ☐ D) Rounds a number to the nearest odd integer.



✓ **156. What is the primary benefit of using 'Tables' (formatted as Table) in Excel?** *1/1

- ☐ A) Automatically applies conditional formatting.
- ☒ B) Provides structured data with automatic filtering, sorting, and formula expansion. ✓
- ☐ C) Creates a new worksheet for the data.
- ☐ D) Locks cells by default.

✓ **157. Which function is typically used in conjunction with INDEX to perform advanced lookups?** *1/1

- ☐ A) VLOOKUP
- ☐ B) HLOOKUP
- ☒ C) MATCH ✓
- ☐ D) LOOKUP

✓ **158. What is the keyboard shortcut to open the 'VBA Editor' (Visual Basic for Applications)?** *1/1

- ☐ A) Alt + F8
- ☒ B) Alt + F11 ✓
- ☐ C) Ctrl + E
- ☐ D) F12

✓ **159. Which feature allows you to view multiple worksheets or workbooks at the same time on your screen?** *1/1

- ☐ A) Arrange All
- ☐ B) New Window
- ☐ C) Split
- ☒ D) Both A and B (New Window and then Arrange All)



✓ **160. What is the purpose of the 'XLOOKUP' function (available in newer Excel versions)?** *1/1

- ☒ A) A more flexible and powerful lookup function that can search in any direction and return approximate matches. ✓
- ☐ B) Specifically for looking up values in X and Y coordinates.
- ☐ C) A function to count X values in a range.
- ☐ D) An older version of VLOOKUP.

✓ **161. Which of the following allows you to apply different formatting styles (e.g., fonts, borders, shading) to cells based on their values or criteria?** *1/1

- ☐ A) Cell Styles
- ☒ B) Conditional Formatting
- ☐ C) Format Painter
- ☐ D) Themes



✓ 162. What is the shortcut to select non-adjacent cells or ranges? *

1/1

- ☐ A) Hold down the Shift key while selecting
- ☒ B) Hold down the Ctrl key while selecting
- ☐ C) Hold down the Alt key while selecting
- ☐ D) Hold down the Tab key while selecting



✓ 163. Which function is used to remove extra spaces from a text string, except for single spaces between words? *1/1

- ☐ A) CLEAN ()
- ☒ B) TRIM ()
- ☐ C) SUBSTITUTE ()
- ☐ D) REPLACE ()



✓ 164. What is the purpose of the 'Trust Center' in Excel? *

1/1

- ☒ A) To manage trusted documents and security settings for macros and add-ins. ✓
- ☐ B) To share workbooks securely.
- ☐ C) To encrypt sensitive data.
- ☐ D) To track changes made by trusted users.

✓ **165. Which of these is a common method for moving data from one cell to another without copying?** *1/1

- ☐ A) Copy and Paste
- ☒ B) Cut and Paste
- ☐ C) Fill Handle
- ☐ D) Format Painter



✓ **166. What does the 'TEXTJOIN()' function do (available in newer Excel versions)?** *1/1

- ☐ A) Joins multiple text strings into one.
- ☒ B) Joins multiple text strings into one, with a specified delimiter and an option to ignore empty cells.
- ☐ C) Splits a text string into multiple cells.
- ☐ D) Extracts text from a number.



✓ **167. Which ribbon tab contains options for 'What-If Analysis' tools like Goal Seek and Scenario Manager?** *1/1

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



✓ 168. What is the shortcut to insert the current time into a cell? *

1/1

- ☐ A) Ctrl + ;
- ☒ B) Ctrl + Shift + :
- ☐ C) Ctrl + T
- ☐ D) Alt + T



✓ 169. What is the primary benefit of using 'Named Ranges' in Excel? *

1/1

- ☒ A) Improves readability and simplifies formulas.
- ☐ B) Automatically protects cells from editing.
- ☐ C) Speeds up calculation time.
- ☐ D) Converts data into a table format.



✓ 170. Which function allows you to count the number of cells that meet multiple criteria?

*1/1

- ☐ A) COUNTIF ()
- ☐ B) COUNTA ()
- ☒ C) COUNTIFS ()
- ☐ D) SUMIFS ()



✓ **171. What does the 'Auditing Tools' (Trace Precedents, Trace Dependents) help you do?**

*1/1

- ☐ A) Check for spelling errors in formulas.
- ☒ B) Visualize the relationships between cells and formulas.
- ☐ C) Track changes made to the workbook.
- ☐ D) Audit user permissions.



✓ **172. Which of the following is NOT a common option in the 'Paste Special' dialog box?**

*1/1

- ☐ A) Values
- ☐ B) Formats
- ☐ C) Comments
- ☒ D) Cut



✓ **173. What is the purpose of 'Macros' in Excel? ***

1/1

- ☐ A) To create interactive forms.
- ☒ B) To automate repetitive tasks.
- ☐ C) To generate random numbers.
- ☐ D) To protect sensitive data.



✓ **174. Which function can be used to extract part of a text string starting from a specific position?** *1/1

- ☐ A) LEFT ()
- ☐ B) RIGHT ()
- ☒ C) MID ()
- ☐ D) FIND ()



✓ **175. What is the default view for a new Excel workbook?** * 1/1

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



✓ **176. Which of these provides a quick way to see basic calculations (like Sum, Average, Count) for a selected range in the status bar?** *1/1

- ☐ A) Quick Analysis Tool
- ☐ B) AutoSum button
- ☒ C) Status Bar summary
- ☐ D) Formula Bar



✓ 177. What is the shortcut to insert a new row in Excel? *

1/1

- ☒ A) Ctrl + Plus (+)
- ☐ B) Ctrl + Minus (-)
- ☐ C) Ctrl + R
- ☐ D) Shift + Insert



✓ 178. What does the 'CEILING()' function do? *

1/1

- ☐ A) Rounds a number down to the nearest integer.
- ☒ B) Rounds a number up to the nearest integer or to the nearest multiple of significance.
- ☐ C) Rounds a number up to the nearest odd integer.
- ☐ D) Rounds a number to the nearest even integer.



✓ 179. Which chart element typically explains the symbols or colors used for data series? *1/1

- ☐ A) Chart Title
- ☐ B) Axis Title
- ☒ C) Legend
- ☐ D) Data Labels



✓ 180. What is the purpose of 'Sparklines' in Excel? *

1/1

- ☐ A) To create interactive dashboards.
- ☒ B) To visualize trends within a single cell.
- ☐ C) To highlight significant data points.
- ☐ D) To link to external data sources.



✓ 181. What does the 'INDEX-MATCH' combination in Excel typically replace for more flexible lookups?

*1/1

- ☐ A) SUMIF
- ☒ B) VLOOKUP
- ☐ C) COUNTIF
- ☐ D) AVERAGEIF



✓ 182. Which of these is an advantage of using Tables in Excel (Ctrl+T)? *

1/1

- ☐ A) Automatically adds conditional formatting to all cells.
- ☒ B) Provides structured references, making formulas easier to read and automatically adjust.
- ☐ C) Locks the table to prevent any changes.
- ☐ D) Merges all cells within the table.



✓ 183. What is the keyboard shortcut to insert a comment in a cell? * 1/1

☒ A) Shift + F2



☐ B) Ctrl + Shift + C

☐ C) Alt + C

☐ D) F2

✓ 184. What does the error '#NAME?' typically indicate in Excel? * 1/1

☐ A) A division by zero error.

☒ B) The formula refers to a name that Excel doesn't recognize (e.g., misspelled function or named range). ✓

☐ C) The number is too large or too small.

☐ D) A circular reference.

✓ 185. Which option in 'Paste Special' allows you to paste the calculated result of a formula, rather than the formula itself? *1/1

☐ A) Formats

☒ B) Values



☐ C) Transpose

☐ D) All

✓ **186. Which feature helps you to quickly analyze selected data and recommend charts, PivotTables, and Sparklines?** *1/1

- ☐ A) AutoSum
- ☐ B) Flash Fill
- ☒ C) Quick Analysis Tool
- ☐ D) Data Validation



✓ **187. What does the 'CONCAT()' function (newer Excel) do? *** 1/1

- ☐ A) Subtracts numbers.
- ☒ B) Joins two or more text strings into one.
- ☐ C) Counts cells with text.
- ☐ D) Converts numbers to text.



✓ **188. Which tab on the Ribbon would you use to change the worksheet's background?** *1/1

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



✓ **189. What is the maximum number of characters a cell can contain in Excel?** *1/1

- ☐ A) 255
- ☐ B) 1,024
- ☒ C) 32,767
- ☐ D) 65,536



✓ **190. Which function is used to return the row number of a cell reference?** *1/1

- ☐ A) COLUMN()
- ☒ B) ROW()
- ☐ C) ROWS()
- ☐ D) CELL()



✓ **191. What is the purpose of the 'Protect Workbook' option? *** 1/1

- ☒ A) To prevent users from making changes to the structure of the workbook (e.g., adding, deleting, renaming sheets).
- ☐ B) To encrypt the workbook with a password.
- ☐ C) To protect individual cells from modification.
- ☐ D) To track all changes made by users.



✓ 192. How do you create a named range in Excel? *

1/1

- ☐ A) Type the name directly into the Formula Bar.
- ☐ B) Select the range and type the name in the Name Box.
- ☐ C) Use the "Define Name" option under the Formulas tab.
- ☒ D) Both B and C.



✓ 193. Which Excel feature allows you to display a small chart within a single cell, reflecting data trends?

*1/1

- ☐ A) Mini Charts
- ☐ B) Data Bars
- ☒ C) Sparklines
- ☐ D) Icon Sets



✓ 194. What is the keyboard shortcut to insert the Excel Function Arguments dialog box (after typing part of a function)?

*1/1

- ☐ A) Ctrl + A
- ☒ B) Shift + F3
- ☐ C) Ctrl + F3
- ☐ D) Alt + F3



✓ 195. What does 'Circular Reference' mean in Excel? *

1/1

- ☐ A) A formula refers to a range of cells in a circular pattern.
- ☒ B) A formula refers to its own cell, either directly or indirectly.
- ☐ C) A reference to a chart in a different workbook.
- ☐ D) A formula that requires input from two different circles.



✓ 196. Which function is used to calculate the highest value that occurs most frequently in a range of cells?

*1/1

- ☐ A) MAX()
- ☒ B) MODE()
- ☐ C) FREQUENCY()
- ☐ D) LARGE()



✓ 197. Which tab on the Ribbon gives you access to VBA, Macros, and XML tools?

*1/1

- ☐ A) View
- ☐ B) Data
- ☒ C) Developer
- ☐ D) Review



✓ **198. What is the primary purpose of 'Validation Rules' within Data Validation?** *1/1

- ☐ A) To highlight incorrect data entries.
- ☒ B) To ensure data entered into a cell meets specific criteria. ✓
- ☐ C) To automatically correct data entry errors.
- ☐ D) To prevent users from deleting data.

✓ **199. What is the shortcut to select multiple non-adjacent rows? *** 1/1

- ☐ A) Click the first row header, then drag.
- ☒ B) Hold Ctrl and click each row header. ✓
- ☐ C) Hold Shift and click each row header.
- ☐ D) Use the 'Select' option in the Home tab.

✓ **200. What is the purpose of the 'PMT' function in Excel? *** 1/1

- ☐ A) Calculates the present value of a loan.
- ☐ B) Calculates the total interest paid over the life of a loan.
- ☒ C) Calculates the payment for a loan based on constant payments and a constant interest rate. ✓
- ☐ D) Calculates the number of periods for an investment.

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