

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, *1/1
except for single spaces between words?

- 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 *1/1 to another without copying?

- 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 *1/1 versions)?

- 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 *1/1 Goal Seek and Scenario Manager?

- 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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