

## computer knowledge-ms excel mcq with answers-paper1

\_\_\_\_\_ appear at the bottom of the Excel window.

- ☐ A Title bar
- ☐ B Formula bar
- ☐ C Work sheet tabs
- ☐ D Name Tabs

**Answer : C**

**What is the intersection of a column and a row on a worksheet called ?**

- ☐ A Column
- ☐ B Cell
- ☐ C Value
- ☐ D Row

**Answer : B**

**Which one is not a Function in MS Excel ?**

- ☐ A AVG
- ☐ B MAX
- ☐ C MIN
- ☐ D SUM

**Answer : A**

**Which of the following is not a term pertaining to spreadsheets?**

- ☐ A Cell
- ☐ B Character
- ☐ C Browser
- ☐ D Formula

**Answer : C**

**Which function in Excel tells how many numeric entries are there ?**

- ☐ A NUM
- ☐ B SUM
- ☐ C COUNT
- ☐ D CHKNUM

**Answer : C**

**Which of the following key is Used for help In Ms Excel?**

- ☐ A F1
- ☐ B F2
- ☐ C F3
- ☐ D F5

**Answer : A**

**Functions in MS Excel must begin with \_\_\_\_**

- ☐ A An () sign
- ☐ B An Equal Sign
- ☐ C A Plus Sign
- ☐ D A > Sign

**Answer : B**

**Which of the following key is used to "Goto" tab In Ms Excel?**

- ☐ A F2
- ☐ B F3
- ☐ C F5
- ☐ D F6

**Answer : C**

**Another name for a pre-programmed formula in Excel is**

- ☐ A Cell
- ☐ B graph
- ☐ C function
- ☐ D Range

**Answer : C**

**The \_\_\_\_ feature of MS Excel quickly completes a series of data**

- ☐ A Auto Complete
- ☐ B Auto Fill
- ☐ C Auto Type
- ☐ D All the above

**Answer : B**

**In which tab wrap text feature is present in MS Excel 2007**

- ☐ A Formulas
- ☐ B View
- ☐ C Insert

☐ Home

**Answer : D**

**VLOOKUP Function Used To ?**

- ☐ Finds Related Records
- ☐ Looks Up Text That Contain V
- ☐ Check If Two Cells Are Identical
- ☐ None Of Above

**Answer : A**

**What do you use to create a chart?**

- ☐ Pie Wizard
- ☐ Excel Wizard
- ☐ Data Wizard
- ☐ Chart Wizard

**Answer : D**

**How many sheets are there, by default, when we create a new Excel file ?**

- ☐ 1
- ☐ 3
- ☐ 5
- ☐ 7

**Answer : B**

**In Excel, which one denoted a range from B1 through E5**

- ☐ B1 - E5
- ☐ B1:E5
- ☐ B1 to E5
- ☐ B1\$E5

**Answer : B**

**Merge Cells Option Can Be Applied From ?**

- ☐ Formatting Toolbar
- ☐ Format Cells Dialog Box Alignment Tab
- ☐ Both Of Above
- ☐ None of the above

**Answer : B**

**To Minimize Workbook In Ms Excel:**

- ☐ A Ctrl+ F6
- ☐ B Ctrl+ F7
- ☐ C Ctrl+ F9
- ☐ D Ctrl+ F11

**Answer : C**

**It is a collection of data that is stored electronically as a series of records in a table.**

- ☐ A spreadsheet
- ☐ B presentation
- ☐ C database
- ☐ D MS Word

**Answer : C**

**Which command is used to close the window of Excel?**

- ☐ A Alt+ F4
- ☐ B Alt+ W
- ☐ C Alt+ F3
- ☐ D Alt+ C

**Answer : A**

**How many columns are there in of MS Excel?**

- ☐ A 256
- ☐ B 1024
- ☐ C 6,384
- ☐ D 16,384

**Answer : D**