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 functionin 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

D Home

Answer : D

VLOOKUP Function Used To ?

A Finds Related Records

B Looks Up Text That Contain V

C Check If Two Cells Are Identical

D None Of Above

Answer : A

What do you use to create a chart?

A Pie Wizard

B Excel Wizard

C Data Wizard

D Chart Wizard

Answer : D

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

A 1

B 3

C 5

D 7

Answer : B

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

A B1 - E5

B B1:E5

C B1 to E5

D B1$E5

Answer : B

Merge Cells Option Can Be Applied From ?

A Formatting Toolbar

B Format Cells Dialog Box Alignment Tab

C Both Of Above

D 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

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Answer : A

How many columns are there in of MS Excel?

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

Answer : D