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MS Excel MCQ Quiz

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Q1. On An Excel Sheet The Active Cell In Indicated By ?

- A. A Dotted Border
- **B. A Dark Wide Border**
- C. A Blinking Border
- D. By Italic Text

Q2. Which Of The Following Keyboard Shortcut Can Be Used For Creating A Chart From The Selected Cells ?

- **A. F11**
- B. F10
- C. F4
- D. F2

Q3. Which Key Is Used For Help In Ms Excel?

- A. F2
- **B. F1**
- C. F3
- D. None Of These

Q4. You Can Convert Existing Excel Worksheet Data And Charts To HTML Document By Using The ?

- A. Intranet Wizard
- B. Import Wizard
- C. Export Wizard
- **D. Internet Assistant Wizard**

Q5. To Create An Interactive Pivot Table For The Web, You Use A Microsoft Office Web Component Called ?

- A. HTML
- **B. Pivot Table Report**
- C. Pivot Table List
- D. Pivot Table Field List

Q6. Which Key Is Used To "Goto" Tab In Ms Excel?

- A. F9
- B. F7
- C. F6
- **D. F5**

Q7. Which Of The Following Is Not A Valid Zoom Percentage In Excel ?

- A. 10
- **B. 500**
- C. 100
- D. 300

Q8. How Can We Set Page Border In Excel ?

- A. From Edit Menu
- B. From Home
- **C. You Can Not Set Page Border In Excel**
- D. From Tools Menu

Q9. Which Of These Keys Are Used In Ms Excel To Insert Current Time In Workbook?

- **A. Ctrl+ :**
- B. Ctrl+ "

- C. Ctrl+ ;
- D. Ctrl+T

Q10. Which Function Calculates Your Monthly Mortgage Payment ?

- **A. PMT**
- B. PV
- C. NPER
- D. All Of Above

Q11. Which Types Of Charts Can Excel Produce ?

- A. Line Graphs And Pie Charts Only
- **B. Bar Charts, Line Graphs And Pie Charts**
- C. Bar Charts And Line Graphs Only
- D. Only Line Graphs

Q12. 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

Q13. 3-D Reference In A Formula ?

- A. Can Not Be Modified
- **B. Spans Worksheets**
- C. Limits The Formatting Options
- D. Only Appears On Summary Worksheets

Q14. Which Of These Keys Are Used In Ms Excel To Copy Value From Above Cell?

- A. Ctrl+ ;
- **B. Ctrl+ "**
- C. Ctrl+ :
- D. Ctrl+ D

Q15. To Minimize Workbook In Ms Excel:

- A. Ctrl+ F8
- B. Ctrl+ F7
- C. **Ctrl+ F9**
- D. Ctrl+ F6

Q16. Hyperlinks Can Be In:

- A. **Text**
- B. Pictures
- C. Drawing Objects
- D. All Of Above

Q17. Merge Cells Option Can Be Applied From ?

- A. Formatting Toolbar
- B. **Format Cells Dialog Box Alignment Tab**
- C. Both Of Above
- D. None Of Above

Q18. We Can Cancel Marquee By Pressing ?

- A. Ctrl + Esc
- B. Alt + Esc
- C. Shift + Esc
- D. **Esc**

Q19. _____functionin Excel tells how many numeric entries are there.

- A. **COUNT**
- B. NUM
- C. SUM
- D. CHKNUM

Q20. Which one is not a function in ms excel?

- A. SUM
- **B. AVG**
- C. MAX
- D. MIN

Q21. Which of the following key is Used for help In Ms Excel?

- **A. F1**
- B. F2
- C. F3
- D. None of the above

Q22. Which of the following key is used to "Goto" tab In Ms Excel?

- **A. F5**
- B. F6
- C. F7
- D. F9

Q23. Worksheet data can be viewed in forms of

- A. Graphs
- B. Charts
- C. Tables
- **D. All of the above**

Q24. An excel file is generally called a

- A. Sheet
- B. Workbook
- **C. Worksheet**
- D. Spreadsheet

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