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Microsoft Excel Question Paper

1. You can use the formula palette to

- A) format cells containing numbers
- B) create and edit formula containing functions
- C) enter assumptions data
- D) copy a range of cells

2. When a range is selected, how can you activate the previous cell?

- A) Press the Alt key
- B) Press Tab
- C) Press Enter
- D) None of above

3. Which tool you will use to join some cells and place the content at the middle of joined cell?

- A) From Format Cells dialog box click on Merge Cells check box
- B) From Format Cells dialog box select the Centered alignment
- C) From Format Cells dialog box choose Merge and Center check box
- D) Click on Merge and Center tool on formatting toolbar

4. Tab scroll buttons are place on Excel screen

- A) towards the bottom right corner
- B) towards the bottom left corner
- C) towards the top right corner
- D) towards the top left corner

5. The Name box on to the left of formula bar

- A) shows the name of workbook currently working on
- B) shows the name of worksheet currently working on
- C) shows the name of cell or range currently working on
- D) None of above

Basant Group of Institution

Microsoft Excel Question Paper

6. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

- A) work sheet
- B) chart sheet
- C) module sheet
- D) data sheet

7. Which of the following is not the correct method of editing the cell content?

- A) Press the Alt key
- B) Press the F2 key
- C) Click the formula bar
- D) Double click the cell

8. You can merge the main document with data source in Excel. In mail merge operation, Word is usually

- A) server
- B) source
- C) client
- D) none

9. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

- A) F8
- B) F9
- C) F10
- D) F11

10. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

- A) Custom List
- B) Auto Fill Options

Basant Group of Institution

Microsoft Excel Question Paper

- C) Fill Across Worksheet
- D) Fill Series

11. Where can you change automatic or manual calculation mode in Excel?

- A) Double CAL indicator on status bar
- B) Go to Tools >> Options >> Calculation and mark the corresponding radio button
- C) Both of above
- D) None of above

12. How can you show or hide the gridlines in Excel Worksheet?

- A) Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
- B) Click Gridline tool on Forms toolbar
- C) Both of above
- D) None of above

13. Which of the following Excel screen components can NOT be turned on or off?

- A) Formula Bar
- B) Status Bar
- C) Tool Bar
- D) None of above

14. What happens when you press Ctrl + X after selecting some cells in Excel?

- A) The cell content of selected cells disappear from cell and stored in clipboard
- B) The cells selected are marked for cutting
- C) The selected cells are deleted and the cells are shifted left
- D) The selected cells are deleted and cells are shifted up

15. Which of the following option is not available in Paste Special dialog box?

- A) Add

Basant Group of Institution

Microsoft Excel Question Paper

- B) Subtract
- C) Divide
- D) SQRT

16. Which command will you choose to convert a column of data into row?

- A) Cut and Paste
- B) Edit >> Paste Special >> Transpose
- C) Both of above
- D) None of above

17. It is acceptable to let long text flow into adjacent cells on a worksheet when

- A) data will be entered in the adjacent cells
- B) no data will be entered in the adjacent cells
- C) there is no suitable abbreviation for the text
- D) there is not time to format the text

18. Which of the cell pointer indicates you that you can make selection?

- A) Doctor's symbol (Big Plus)
- B) small thin plus icon
- C) Mouse Pointer with anchor at the tip
- D) None of above

19. Which of the cell pointer indicates that you can fill series?

- A) Doctor's symbol (Big Plus)
- B) small thin plus icon
- C) Mouse Pointer with anchor at the tip
- D) None of above

20. Which of the cell pointer indicate that you can move the content to other cell?

Basant Group of Institution

Microsoft Excel Question Paper

- A) Doctor's symbol (Big Plus)
- B) small thin plus icon
- C) Mouse Pointer with anchor at the tip
- D) None of above

Answers

1-B, 2-D, 3-D, 4-B, 5-C, 6-D, 7-A, 8-C, 9-B, 10-A, 11-B, 12-C, 13-D, 14-B, 15-D, 16-B, 17-B, 18-A, 19-B, 20-C,

BCMT