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Microsoft Excel Question Paper

1. Which of the following is invalid regarding the Protection in Excel?

- A) Protect Sheet
- B) Protect Workbook
- C) Protect Workspace
- D) All of above are valid

2. The Trace Precedence on Auditing shows

- A) Which cells are used in current formula
- B) In which formula the current cell is used
- C) Which cells are used in this formula and in which formula this cell is used
- D) None of above

3. The Trace Dependence in auditing shows

- A) Which cells are used in current formula
- B) In which formula the current cell is used
- C) Which cells are used in this formula and in which formula this cell is used
- D) None of above

4. The arrows created by Auditing can be removed by

- A) Click on the arrow and press Delete
- B) Click on Remove All arrows on Formula Auditing toolbar
- C) Both of above
- D) None of above

5. Which of the following options is not available to remove arrows of Formula Auditing?

- A) Remove all precedent arrows
- B) Remove all dependent arrows
- C) Remove all arrows

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D) Remove all arrows for this cell

6. Excel is a good application for What IF analysis. Which of the following tool help you for this?

- A) Formul Auditing
- B) Research
- C) Track Change
- D) Goal Seek

7. Which of the following tool you will use in Excel to see what must be the value of a cell to get required result?

- A) Formul Auditing
- B) Research
- C) Track Change
- D) Goal Seek

8. To apply Goal Seek command your cell pointer must be in

- A) The Changing cell whose value you need to find
- B) The Result Cell where formula is entered
- C) The cell where your targeted value is entered
- D) None of above

9. Which of the following is not What IF analysis tool in Excel?

- A) Goal Seek
- B) Scenarios
- C) Macros
- D) None of above

10. You can set Excel in Automatic or Manual calculation mode. If it is in manual mode

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which key you will press to update the formula values?

- A) F9
- B) F5
- C) F8
- D) F11

11. By default the cell pointer moves down when you press Enter. From where can you change this setting?

- A) Tools >> Options >> View tab
- B) Tools >> Options >> Calculation tab
- C) Tools >> Options >> Edit tab
- D) Tools >> Options >> Transition tab

12. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as

- A) AutoFill
- B) AutoCorrect
- C) AutoComplete
- D) AutoFormat

13. How many recent files you can display on File menu at maximum?

- A) 4
- B) 6
- C) 9
- D) 12

14. The default and maximum number of sheets for a new workbook in Excel 2003 is

- A) 3 and 255
- B) 3 and 256

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- C) 1 and 255
- D) 1 and 256

15. When you enter Sunday and fill right, Excel fill in with Monday, Tuesday and so on. From where Excel knows what to fill in next?

- A) AutoComplete
- B) AutoFormat
- C) Custom List
- D) Calculation Automatic

16. The minimum and maximum value you can set for Save AutoRecovery Info in Excel are

- A) 1 and 120 minutes
- B) 0 and 120 minutes
- C) 2 and 60 minutes
- D) 1 and 10 minutes

17. Which of the following can not be hidden from Tools >> Options then View tab?

- A) Startup Task Pane
- B) Formula bar
- C) Status bar
- D) Scroll Bar

18. What happens if you remove the check mark from Row & Column headers on Options dialog box?

- A) This will remove row headings and column headings of your data
- B) This will remove the column headings (A, B, C,
- C) This will remove row and column heading of chart
- D) This will remove row and column heading of table

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19. The default font size in Excel worksheet is

- A) 10 points
- B) 12 points
- C) 14 points
- D) None of above

20. The default font used in Excel is

- A) Arial
- B) Algerial
- C) Times New Roman
- D) Preeti

Answers

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

