

Basant Group of Institution

Microsoft Excel Question Paper

1. You can auto fit the width of column by

- A) double clicking on the column name on column header
- B) Double click on the cell pointer in worksheet
- C) Double clicking on column right border on column header
- D) Double clicking on the column left border of column header

2. Long text can be broken down into many lines within a cell. You can do this through

- A) Wrap Text in Format >> Cells
- B) Justify in Edit >> Cells
- C) Text Wrapping in Format >> Cells, Layout tab
- D) All of above

3. MS Excel provides the default value for step in Fill Series dialog box

- A) 0
- B) 1
- C) 5
- D) 10

4. When a row of data is to be converted into columns

- A) Copy the cells in row, select the same number of cells in row and paste
- B) Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
- C) Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
- D) Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK.

5. Ctrl + D shortcut key in Excel will

- A) Open the font dialog box
- B) Apply double underline for the active cell
- C) Fill down in the selection
- D) None of above

6. The short cut key Ctrl + R is used in Excel to

Basant Group of Institution

Microsoft Excel Question Paper

- A) Right align the content of cell
- B) Remove the cell contents of selected cells
- C) Fill the selection with active cells to the right
- D) None of above

7. The command Edit >> Fill Across Worksheet is active only when

- A) One sheet is selected
- B) When many sheets are selected
- C) When no sheet is selected
- D) None of above

8. Which of the following series type is not valid for Fill Series dialog box?

- A) Linear
- B) Growth
- C) Autofill
- D) Time

9. Which of the following you can paste selectively using Paste Special command?

- A) Validation
- B) Formats
- C) Formulas
- D) All of above

10. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

- A) Square
- B) Percentage
- C) Goal Seek
- D) Divide

11. Edit >> Delete command

- A) Deletes the content of a cell
- B) Deletes Formats of cell

Basant Group of Institution

Microsoft Excel Question Paper

- C) Deletes the comment of cell
- D) Deletes selected cells

12. To remove the content of selected cells you must issue _____ command

- A) Edit >> Delete
- B) Edit >> Clear >> Contents
- C) Edit >> Clear >> All
- D) Data >> Delete

13. The Delete key of keyboard is assigned to which command in Excel?

- A) Edit >> Clear >> Contents
- B) Edit >> Clear >> All
- C) Edit >> Delete
- D) All of above

14. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must

- A) From Edit menu choose Clear and then Formats
- B) From Edit menu choose Delete
- C) Click on Remove Formatting tool on Standard Toolbar
- D) Double click the Format Painter and then press Esc key in keyboard

15. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

- A) Right click on Sheet Tab of third sheet and choose Delete from the context menu
- B) Click on Sheet 3 and from Edit menu choose Delete
- C) Both of above
- D) None of above

16. Which of the following action removes a sheet from workbook?

- A) Select the sheet, then choose Edit >> Delete Sheet
- B) Select the sheet then choose Format >> Sheet >> Hide
- C) Both of above
- D) None of above

Basant Group of Institution

Microsoft Excel Question Paper

17. While Finding and Replacing some data in Excel, which of the following statement is valid?

- A) You can Find and Replace within the sheet or workbook
- B) Excel does not have option to match case for find
- C) Both are valid
- D) None are valid

18. Which of the following is not true about Find and Replace in Excel

- A) You can search for bold and replace with italics
- B) You can decide whether to look for the whole word or not
- C) You can search in formula too
- D) You can search by rows or columns or sheets

19. You can move a sheet from one workbook into new book by

- A) From Edit menu choose Move or Copy sheet, mark the Create a copy and Click OK
- B) From Edit menu choose Move of Copy then choose (Move to end) and click OK
- C) From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
- D) None of above

20. What is the short cut key to replace a data with another in sheet?

- A) Ctrl + R
- B) Ctrl + Shift + R
- C) Ctrl + H
- D) Ctrl + F

Answers

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