



Name of the Bundle	Office Productivity Bundle V2 (2024)	Subject	MS Excel
Topic	Editing ,Formatting in Excel Workbook	Last updated on	06 April 2024

1. What is the shortcut key for the Autosum?

- a. Alt +=
- b. Ctrl + =
- c. Shift+Alt
- d. Alt + Ctrl

Ans: a. Alt + =

Explanation: Autosum is a useful feature in Excel that allows you to quickly sum up a range of cells. By pressing Alt + =, Excel automatically selects what it determines to be the range of numbers you want to sum, typically the contiguous cells above the current cell. Then, it inserts the SUM function with the appropriate range as an argument.

2.If the cells A1 and A2 are empty,What will be the value of the following function =A1*A2

- a. Name ?Error
- b. 0
- c. 1
- d. Value Error

Ans : b. 0

Explanation: Ctrl + Home is used to Move an active cell to the first column on the current row.



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3 .Which function is used to sum a range of cells in Excel?

- a. AVG()
- b. Max()
- c. SUM()
- d. TOTAL()

Ans : c.SUM()

Explanation: The SUM() function in Excel is used to add up a range of cells.

4. What is the purpose of the AutoSum button in Excel?

- a. It adds up a range of cells
- b. It multiplies a range of cells
- c. It calculates the average of a range of cells
- d. It finds the maximum value in a range

Ans : a. It adds up a range of cells

Explanation: The AutoSum button in Excel is used to quickly add up a range of cells.

5. How can you find and replace data in Excel?

- a. Ctrl + F
- b. Ctrl + H
- c. Ctrl + R
- d. Both A & B

Ans : d.Both A & B

Explanation: You can find and replace data in Excel using Ctrl + F (Find), Ctrl + H(Replace).



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6. Which of the following functions is used to find the highest value in a range of cells?

- a. MAX
- b. MIN
- c. AVERAGE
- d. COUNT

Ans : a. MAX

Explanation: The MAX function is used to find the highest value in a range of cells. For example, =MAX(A1:A10) would return the highest value in cells A1 through A10.

7. Which of the following functions is used to find the average of a range of cells?.

- a. MAX
- b. MIN
- c. AVERAGE
- d. COUNT

Ans: c. AVERAGE

Explanation: The AVERAGE function is used to find the average of a range of cells. For example, =AVERAGE(A1:A10) would return the average value of cells A1 through A10.



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8. What is the shortcut key to select all cells in a worksheet in Excel?

- a. Ctrl+A
- b. Ctrl+S
- c. Ctrl+Shift+A
- d. Ctrl+Alt+A

Ans : a. Ctrl+A

Explanation: Ctrl+A is the shortcut key to select all cells in a worksheet in Excel. This will highlight all cells in the active worksheet.

9. What is the shortcut key to paste values in Excel?

- a. Ctrl+V
- b. Ctrl+Shift+V
- c. Ctrl+Alt+V
- d. Ctrl+P

Ans : b. Ctrl+Shift+V

Explanation: Ctrl+Shift+V is the shortcut key to paste values in Excel. This will paste only the values of the copied cells, without any formatting or formulas.

10. What is the shortcut key to select an entire column in Excel?

- a. Ctrl+C
- b. Ctrl+X
- c. Ctrl+Space
- d. Ctrl+Shift+Space

Ans: c. Ctrl+Space

Explanation: Ctrl+Space is the shortcut key to select an entire column in Excel. This will highlight all cells in the selected column.



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11. What is the shortcut key to select an entire row in Excel?

- a. Shift+Space
- b. Ctrl+Space
- c. Alt+Space
- d. Ctrl+Shift+Space

Ans : a . Shift+Space

Explanation: Shift+Space is the shortcut key to select an entire row in Excel. This will highlight all cells in the selected row.

12. What is the shortcut key to open the "Sort" dialog box in Excel?

- a. Ctrl+S
- b. Ctrl+Shift+S
- c. Alt+S
- d. Ctrl+Alt+S

Ans : d. Ctrl+Alt+S

Explanation: Ctrl+Alt+S is the shortcut key to open the "Sort" dialog box in Excel. This dialog box allows you to sort a range of cells based on one or more criteria.

13. What is the shortcut key to move to the next sheet in an Excel workbook?

- a. Ctrl+Tab
- b. Alt+Tab
- c. Ctrl+Page Down
- d. Alt+Page Down

Ans : d. Alt+Page Down

Explanation: Alt+Page Down is the shortcut key to move to the next sheet in an Excel workbook. You can use this shortcut key to quickly switch between sheets.



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14. What is the shortcut key to insert a new row in an Excel worksheet?

- a. Ctrl+R
- b. Alt+R
- c. Shift+R
- d. Ctrl+Shift+R

Ans: b. Alt+R

Explanation: Alt+R is the shortcut key to insert a new row in an Excel worksheet. You can use this shortcut key to quickly add a new row to your worksheet.

15. What is the shortcut key to insert a new column in an Excel worksheet?

- a. Ctrl+C
- b. Alt+C
- c. Shift+C
- d. Ctrl+Shift+C

Ans : b. Alt+C

Explanation: Alt+C is the shortcut key to insert a new column in an Excel worksheet. You can use this shortcut key to quickly add a new column to your worksheet.

16. What is the shortcut key to format cells in Excel?

- a. Ctrl+1
- b. Alt+1
- c. Shift+1
- d. Ctrl+Shift+1

Ans : a. Ctrl+1

Explanation: Ctrl+1 is the shortcut key to format cells in Excel. This will open the "Format Cells" dialog box, which allows you to format cells in various ways.



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17. What is the default file name of Microsoft Excel file?

- a. Workbook.xlsx
- b. Workbook1.xlsx
- c. Worksheet.xlsx
- d. Worksheet1.xlsx

Ans: b. Workbook1.xlsx

Explanation: The default file name of Microsoft Excel file is "Workbook1.xlsx".

18. What is the column width in a worksheet?

- a. 26 characters
- b. 128 characters
- c. 255 characters
- d. 256 characters

Ans: c. 255 characters

Explanation: The column width in a worksheet is 255 characters.

19. The total number of columns in a worksheet?

- a. 26
- b. 256
- c. 12,834
- d. 16,384

Ans : d.16,384

Explanation: The total number of columns in a worksheet is 16,384.



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20. How many times undo levels can be used in a worksheet?

- a. 25
- b. 50
- c. 75
- d. 100

Ans: d. 100

Explanation: There are 100 undo levels in a worksheet.

21. What is the keyboard shortcut to switch between open Excel windows? A tool to fill cells with a flash color.

- a. CTRL + TAB
- b. ALT + TAB
- c. CTRL + ALT + TAB
- d. TAB

Ans: a. CTRL + TAB

Explanation: The keyboard shortcut to switch between open Excel windows is "CTRL + TAB".

22. What is the keyboard shortcut to view formulas instead of values in MS Excel?

- a. CTRL + `
- b. ALT + `
- c. CTRL + ALT + `
- d. CTRL + SHIFT + F

Ans: a. CTRL + `

Explanation: The keyboard shortcut to view formulas instead of values is CTRL + `.



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23. The currently selected cell address is displayed in ____.

- a. Name Box
- b. Formula Bar
- c. Both A and B
- d. None of the above

Ans: a. Name Box

Explanation: Currently selected cell address is displayed in the Name Box.

24. Which feature is used to wrap extra-long text into multiple lines in MS Excel?

- a. Word Wrap
- b. Letter Wrap
- c. Text Wrap
- d. Wrap Text

Ans: d. Wrap Text

Explanation: Each cell is identified by a unique combination of its column and row.

25. Which option allows you to display all numbers which are less than 0 (negative numbers) in red color in MS Excel?

- a. Styling
- b. Conditional Formatting
- c. Compare Formatting
- d. Special Formatting

Ans: b. Conditional Formatting

Explanation: By using the "Conditional Formatting" feature, we can apply special formatting based on the conditions.



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26 Under which menu, we can insert Header and Footer on the sheet?

- a. Format
- b. Review
- c. Data
- d. Insert

Ans: d. Insert

Explanation: The header and Footer option is available in the "Insert" Menu. We can insert the Header and Footer in the sheet by clicking on the "Header and Footer" option from "Text Group" in the "Insert" Menu.

27. The rearrangement of data in ascending (A-Z) or descending (Z-A) orders is called

-
- a. Filtering
 - b. Clear Rules
 - c. Sorting
 - d. Custom Filter

Ans: c. Sorting

Explanation: Sorting is the process of arranging data in a specific order based on certain criteria, such as alphabetical order (A-Z or Z-A) for text data or numerical order (smallest to largest or largest to smallest) for numeric data. Excel provides sorting functionality that allows users to organize their data in a desired sequence, making it easier to analyse and interpret.



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28. When data is arranged in ascending or descending order for only 1 column is called _____.

- a. Multiple Column Sorting
- b. One Bar Sorting
- c. Single Column Sorting
- d. None of the above

Ans: c. Single Column Sorting

Explanation: This term specifically refers to sorting data in either ascending or descending order for only one column.

29. Sorting is done in _____ ways.

- a. 1
- b. 2
- c. 3
- d. 4

Ans: b. 2

Explanation: Ascending Order (A-Z, 0-9): This arranges data from the smallest value to the largest value (or from A to Z for text data) in the selected column.

Descending Order (Z-A, 9-0): This arranges data from the largest value to the smallest value (or from Z to A for text data) in the selected column.



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30. If you wanted to sort by multiple columns or criteria, you would need to click on the Sort & Filter command. Which option do you select from the drop-down menu?

- a. Custom Sort
- b. Ascending
- c. Descending
- d. Filter

Ans: a. Custom Sort

Explanation: The "Custom Sort" option allows you to specify multiple levels of sorting criteria. This means you can sort by one column first, then by another column, and so on, to create a custom sorting sequence based on your specific requirements.

31 . Why would you put a filter on your spreadsheet?

- a. To view the top row at all times
- b. To view specific criteria in your spreadsheet
- c. To help with formulas
- d. In order to freeze the columns

Ans: b.To view specific criteria in your spreadsheet

Explanation: By putting a filter on your spreadsheet, you can easily view specific criteria in your data. This allows you to focus on specific information and analyze it more effectively. Filtering helps you narrow down your data based on certain conditions or criteria, making it easier to find and analyze the information you need.



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32.A Relative formula is___?

- The same formula but difference cell reference
- Anchors the cell reference
- Anchors one cell
- A function.

Ans: a. The same formula but difference cell reference

Explanation: A relative formula refers to a formula that is copied or filled into different cells, but the cell references within the formula change accordingly based on their relative positions. In other words, the formula remains the same, but the cell references adjust relative to the new location. This allows the formula to be applied to multiple cells without having to manually adjust each individual reference.

33. What is a validation check?

- It is put on to eliminate mistakes
- It is a function
- A Formula
- A condition

Ans: a. It is put on to eliminate mistakes

Explanation: A validation check is a process or mechanism put in place to eliminate mistakes or errors. It ensures that data or information entered into a system meets certain criteria or conditions. By implementing validation checks, potential errors can be caught and corrected before they cause any issues or problems. This helps to improve the accuracy and reliability of the data being processed.



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34.What is conditional format?

- A Format of colour etc applied to cells to make them standout.
- A list in which you can choose from various options
- A pattern which you need to set up and drag to cells
- A built in pattern

Ans: a. A Format of colour etc applied to cells to make them standout.

Explanation: Conditional formatting is a feature in spreadsheet software that allows users to apply formatting, such as color, to cells based on certain conditions or criteria. This formatting helps to visually highlight specific data or patterns in the spreadsheet, making it stand out and easier to interpret.

35.What keyboard key is used with mouse-clicks, to select multiple non-adjacent cells?

- Shift
- Alt
- Ctrl
- F1

Ans : c. Ctrl

Explanation: In Microsoft Excel, holding down the "Ctrl" key allows you to select multiple non-adjacent cells or ranges within a worksheet. This feature is particularly useful when you need to perform operations on several scattered cells simultaneously, such as formatting, copying, or deleting data.



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36.A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

- Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet
- Right-click on the spreadsheet tab and select DELETE.
- Right-click on the spreadsheet and select INSERT - ENTIRE COLUMN.
- Left-click on the spreadsheet and select SAVE.

Ans: b. Right-click on the spreadsheet tab and select DELETE.

Explanation: The correct sequence of events to remove a spreadsheet from a workbook in Microsoft Excel is to right-click on the spreadsheet tab.

Select DELETE.

37. On an Excel sheet, the active cell is indicated by ____.

- A wide dark border
- A dotted border
- A blinking border
- None of the above

Ans: a. A wide dark border

Explanation: The active cell on an Excel sheet is indicated by a wide dark border. This border helps to visually distinguish the currently selected cell from the rest. It is wider and darker compared to the borders of other cells, making it easier to identify. The wide dark border serves as a visual cue for users to know which cell they are currently working on, allowing them to input or edit data accurately.



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38.To multiply items in Excel, you would use:

- a. @
- b. *
- c. #
- d. ^

Ans: b. *

Explanation: To multiply items in Excel, you would use the asterisk symbol (*). This symbol is used as the multiplication operator in Excel formulas. By placing the asterisk between two or more cell references or numbers, Excel will perform the multiplication operation and provide the result.

39. How do you sort data in ascending order in Excel?

- a. Click on the header of the column you want to sort and choose "Sort A to Z".
- b. Right-click on any cell in the column and select "Sort & Filter".
- c. Use the "Data" tab on the ribbon and select "Sort"
- d. All of the above

Ans: d. All of the above

Explanation: All of the above methods (a, b, and c) are valid ways to sort data in ascending order in Excel.



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40. What is the difference between a relative and an absolute cell reference?

- A relative reference changes when copied, while an absolute reference remains the same.
- An absolute reference is used for calculations, while a relative reference is used for formatting.
- There is no difference; they are the same thing.
- Both a and b are correct.

Ans: a. A relative reference changes when copied, while an absolute reference remains the same.

Explanation: Relative references: These references are based on the relative position of the cell containing the reference and the cell being referenced. When you copy a cell containing a relative reference, the reference automatically adjusts to maintain the same relative position. On the other hand, Absolute references use dollar signs (\$) to lock the row and/or column of the referenced cell. When you copy a cell containing an absolute reference, the reference remains the same, regardless of the new location.

41 What is the purpose of conditional formatting in Excel?

- To format cells based on certain criteria.
- To add borders and shading to cells.
- To create charts and graphs.
- To merge and centre cell contents

Ans: a. To format cells based on certain criteria.

Explanation: While conditional formatting can indeed be used to add borders and shading to cells, that's not its primary purpose. This visual highlighting helps you quickly identify important trends and outliers in your data.

42.Which of the following is the correct formula for the IF function in Excel?

IT Support and Development Training Programme

Creating Employable Engineers and Entrepreneurs



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- IF (logical_test, value_if_true, value_if_false)
- =IF (logical_test, value_if_true, value_if_false)
- =(logical_test, value_if_true, value_if_false)
- all of these

Ans: b. =IF (logical_test, value_if_true, value_if_false)

Explanation: The correct syntax for the IF function in Excel is: =IF(logical_test, value_if_true, value_if_false)

logical_test: This is a logical expression or condition that you want to test. If this condition evaluates to TRUE, the function returns the value_if_true.

value_if_true: This is the value that the function returns if the logical_test evaluates to TRUE. **value_if_false:** This is the value that the function returns if the logical_test evaluates to FALSE.

43.A formula that uses the COUNTIF function is broken into two pieces. What are they?

- If and Count
- Range and Criteria
- Operators and Symbols
- Functions and Calculations

Ans: b. Range and Criteria

Explanation: when you use the COUNTIF function, you are essentially specifying two pieces of information: the range of cells to examine and the criteria that Excel should use to determine which cells to count.



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44.If you wanted Excel to look in B3 through B10 and find text equal to cookie, which formula would be correct?

- a. =COUNTIF(B3:B10,cookie)
- b. =COUNTIF(B3:B10,&cookie)
- c. =COUNTIF(B3:B10=cookie)
- d. =COUNTIF(B3:B10,"cookie")

Ans: d. =COUNTIF(B3:B10,"cookie")

Explanation: =COUNTIF(B3:B10,"cookie"), as it correctly utilizes the COUNTIF function to count cells containing the text "cookie" in the specified range of cells.

45.If you wanted Excel to look in cells C4 through C24 and find all numbers that are greater than or equal to 10, which formula would be correct?

- a. =COUNTIF(C4:C24,">=&10)
- b. =COUNTIF(C4:C24,">='10")
- c. =COUNTIF(C4:C24,">="10)
- d. =COUNTIF(C4:C24,>=&10)

Ans: b. =COUNTIF(C4:C24,">='10")

Explanation: The COUNTIF function is used to count the number of cells within a range that meet a specified condition. it correctly utilizes the COUNTIF function to count the numbers greater than or equal to 10 in the specified range of cells.



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46.Which formula would find the largest number in the range?

- a. =MIN(D3:D12)
- b. (MAX(D3:D12))
- c. =MAX(D3:D12)
- d. =IF(D3:D12)

Ans: c. =MAX(D3:D12)

Explanation: Max function to find the Largest number within the specified range of cells.

47.Which formula is an example of finding the smallest number in a range?

- a. =MIN(D3,D6,D10)
- b. =MIN(D3:D13)
- c. =MIN(D3,D6,50,3)
- d. =MIN(B14:B16,D3,4)

Ans : b. =MIN(D3:D13)

Explanation: MIN function to find the smallest number within the specified range of cells.

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

- a. Edit >> Paste Special >> Transpose
- b. Cut and Paste
- c. File>>Insert>>Transpose
- d. All of the above

Ans : a. Edit >> Paste Special >> Transpose

Explanation: This command allows you to convert a column of data into a row by changing its orientation using the "Transpose" option under "Paste Special."



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

- a. small thin plus icon
- b. Mouse Pointer with anchor at the tip
- c. Doctor symbol (Big Plus)
- d. Arrow mark

Ans : a. small thin plus icon

Explanation: It indicates that Excel recognizes a pattern in the selected cells and allows you to fill a series by dragging the fill handle across adjacent cells.

50. You can auto fit the width of column by

- a. Double clicking on the column left border of column header
- b. Double clicking on column right border on column header
- c. Double click on the cell pointer in worksheet
- d. double clicking on the column name on column header

Ans : b. Double clicking on column right border on column header

Explanation: Double-clicking on the column right border on the column header. This action triggers Excel to auto-fit the width of the column to the widest content within that column.



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

- a. 10
- b. 5
- c. 1
- d. 0

Ans : c. 1

Explanation: The default step value in Excel's Fill Series dialog box is typically 1. This means that if you leave the step value field blank or do not change it, Excel will automatically fill the series with increments or decrements of 1.

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

- a. Remove the cell contents of selected cells
- b. Fill the selection with active cells to the right
- c. Right align the content of cell
- d. Delete a cell.

Ans : b. Fill the selection with active cells to the right

Explanation: Ctrl + R is a shortcut for the "Fill Right" command in Excel. When you select a range of cells and use this shortcut, Excel fills the selected cells with the content of the cell immediately to their left.



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53.Which formula is correct if you want to add the numbers in cells B3 and B4?

- a. =sum(B3+B4)
- b. =sum(B3...B4)
- c. =sum(B3*B4)
- d. =sum(B3-B4)

Ans : a.=sum(B3+B4)

Explanation: The formula =SUM(B3+B4) accurately adds the numbers contained in cells B3 and B4 in Excel.

54.Which is the best View to adjust how much prints on each page?

- a. Normal
- b. Page Break Preview
- c. Print Preview
- d. Full Screen

Ans : b.Page Break Preview

Explanation: when working with Microsoft Excel, the "Page Break Preview" view offers the best tools and visualizations for adjusting how much content prints on each page, making it easier to create well-formatted and readable printouts of your spreadsheet data.