



Name of the Bundle	Office Productivity Bundle V2 (2024)	Subject	MS Excel
Topic	Perform Simple Calculations with Functions	Last updated on	16 April 2024

1. What is the Formula for Rounding off the Number fully without any decimal?

- a. =ROUND(NUMBER,0)
- b. =ROUND(NUMBER,1)
- c. =ROUND(NUMBER,2)
- d. =ROUND(NUMBER)

Ans: a. =ROUND(NUMBER,0)

Explanation: The ROUND() function in Excel is used to round a number to a specified number of digits. In this case, by specifying ,0 as the second argument, the function rounds the number to zero decimal places, effectively rounding it to the nearest whole number.

2. How to find the current date and time in excel?

- a. Now ()
- b. Current date ()
- c. Date time ()
- d. Today ()

Ans : a.Now ()

Explanation: The NOW() function in Excel returns the current date and time.

It doesn't require any arguments; you simply enter =NOW() into a cell, and it will display the current date and time.

The value returned by NOW() updates automatically whenever the worksheet is recalculated or reopened, reflecting the current date and time.



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3. If the cell B2 is 68, what will this IF function give you as a result?

=IF (B2>60, "pass", "fail")

- a. pass
- b. fail
- c. 60
- d. error

Ans : a. pass

Explanation: The IF function in Excel evaluates a condition and returns one value if the condition is TRUE and another value if the condition is FALSE.

In this case, the condition being evaluated is whether the value in cell B2 is greater than 60.

Since B2 is 68, which is greater than 60, the condition is TRUE.

Therefore, the IF function will return the value 'pass'.

4. Which statement best describes the SUMIF function in Excel?

- a. Totals numbers together
- b. To sum values that meet a specific criteria
- c. To look for values that meet a specific criteria
- d. Adds numbers then finds the average

Ans : b. To sum values that meet a specific criteria

Explanation: SUMIF function adds the values in a range that meet a specified condition or criteria. It takes three arguments: range, criteria, and sum_range. The "range" argument specifies the range of cells that you want to evaluate. The "criteria" argument specifies the condition that must be met for a cell to be included in the sum.

The "sum_range" argument (optional) specifies the actual cells to sum if they meet the condition. If this argument is omitted, the cells in the "range" are summed.



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5. What would be the formula if you wanted to sum all numbers in a range below 500?

- a. =SUMIF(A1:A10,"<500")
- b. =SUMIF(A1:A10,">500")
- c. =SUMIF(A1:A10,<500)
- d. =SUM(A1:A10& "<500")

Ans : a.=SUMIF(A1:A10,"<500")

Explanation: The SUMIF function in Excel is used to sum values based on a specified condition. In this case, you want to sum all numbers in the range A1:A10 that are below 500.

The correct syntax for specifying a condition in SUMIF is to enclose the condition in double quotation marks (""), and for less than, you use the "<" symbol.

So, the correct formula would be =SUMIF(A1:A10,"<500"), which sums all numbers in the range A1:A10 that are less than 500.

6. Which of the following formulas would change the text TROUBLE to trouble?

- a. =LOWER(A1)
- b. =UPPER(A1)
- c. =PROPER(A1)
- d. =SMALL(A1)MAX

Ans : a. =LOWER(A1)

Explanation: The LOWER() function in Excel converts all uppercase letters in a specified text string to lowercase.

When you apply =LOWER(A1), it converts the text in cell A1 to lowercase.

So, if cell A1 contains "TROUBLE", the formula =LOWER(A1) will change it to "trouble"



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7. What is the purpose of the IF function in Excel?

- To perform mathematical calculations
- To create conditional statements
- To generate random numbers
- To format cells

Ans: b.To create conditional statements

Explanation: The IF function in Excel is used to create conditional statements based on a specified condition.

8. Which do you press to enter the current date in a cell?

- CTRL+SHIFT+: (colon)
- CTRL+; (semicolon)
- CTRL+F10
- ALT + +

Ans : b. CTRL+; (semicolon)

Explanation:This keyboard shortcut inserts the current date into the selected cell. It's a handy way to quickly add the current date without having to type it manually.



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9. What is 'Grouping' in Excel?

- Combining multiple cells into one
- Summarizing data from different sheets
- Outlining rows or columns to make a section collapsible
- Creating a group of charts

Ans : c. Outlining rows or columns to make a section collapsible

Explanation: Grouping in Excel allows you to outline rows or columns so that you can collapse or expand sections of your worksheet. It's useful for managing large amounts of data and focusing on specific areas of your spreadsheet.

10. How do you display current date only in MS Excel?

- Date ()
- Today ()
- Now ()
- Time ()

Answer: b. Today ()

Explanation : DATE – returns the serial date value for a date

TODAY – returns today's date

NOW – returns the current date and time

TIME – assemble a proper time



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11. What does COUNTA () function do?

- a. Counts cells having alphabets
- b. Counts empty cells
- c. Counts cells having number
- d. Counts non-empty cells

Answer: d. Counts non-empty cells

Explanation: COUNTA function counts cells containing any type of information, including error values. COUNTA function does not count empty cells.

12. In the formula, which symbol specifies the fixed columns or rows?

- a. \$
- b. *
- c. %
- d. ;

Answer: a. \$

Explanation: The absolute cell reference in excel is a cell address that contains a dollar sign (\$). It can precede the column reference, the row reference or both.



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13. You can check the conditions against _____ when applying conditional formatting

- a. Cell value
- b. Formula
- c. Both of the above
- d. None of above

Answer: c. Both of the above

Explanation: When applying conditional formatting in Excel, you can check conditions against both the cell value and formulas. This allows you to apply formatting based on specific values in cells or based on the evaluation of certain formulas.

14 Which of the following is not true regarding Conditional Formatting?

- a. You can add more than one condition to check
- b. You can set condition to look for Bold and apply Italics on them
- c. You can apply Font border and pattern formats that meets the specified conditions
- d. You can delete any condition from Conditional Formatting dialog box if it is not required

Answer: b. You can set condition to look for Bold and apply Italics on them

Explanation : In Conditional Formatting we cannot set condition to look for Bold and apply Italics on them.

15. Which of the following is invalid statement?

- a. Sheet tabs can be coloured
- b. Some picture can be applied as a background of a sheet
- c. You can set the column width automatically fit the amount of text
- d. The width of a row and be specified manually or fit automatically

Answer: d. The width of a row and be specified manually or fit automatically

Explanation : The width of a row and be specified manually or fit automatically is invalid statement.



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16. How can you remove borders applied in cells?

- Choose None on Border tab of Format cells
- Open the list on Border tool in Format Cell toolbar then choose first tool (none)
- Using keyboard shortcut Ctrl+ B
- Both a & b

Answer: d. Both A & B

Explanation : On the Home tab, in the Font group, click the arrow next to Borders Button, and then click No Border Button. Click Home > the Borders arrow > Erase Border, and then select the cells with the border you want to erase.

17. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- Use =if() function to format the required numbers red
- Apply Conditional Formatting command on Format menu
- Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- All of the above

Answer: b. Apply Conditional Formatting command on Format menu

Explanation : A conditional format changes the appearance of cells on the basis of conditions that you specify. If the conditions are true, the cell range is formatted; if the conditions are false, the cell range is not formatted.



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

- Wrap Text in Format > Cells
- Justify in Edit > Cells
- Text Wrapping in Format > Cells
- All of the above

Answer: a. Wrap Text in Format > Cells

Explanation : Microsoft Excel can wrap text so it appears on multiple lines in a cell. We can format the cell so the text wraps automatically, or enter a manual line break.

On the Home tab, in the Alignment group.

19. ____ Excel function returns TRUE or FALSE based on two or more conditions

- =AVERAGEIFS
- =CONCAT
- =COUNTA
- =AND

Answer: d. =AND

Explanation: The =AND() function checks whether all of the conditions provided to it are TRUE.

If all conditions are TRUE, =AND() returns TRUE; otherwise, it returns FALSE.

It can take multiple arguments, each representing a condition to be checked.



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20. Which of the following functions is used to count the number of cells in a range that contain a specific value?

- a. COUNTIF
- b. SUMIF
- c. AVERAGEIF
- d. MAXIF

Answer: a. COUNTIF

Explanation: The COUNTIF function is used to count the number of cells in a range that contain a specific value. For example, =COUNTIF(A1:A10,"Apples") would count the number of cells in A1 through A10 that contain the word "Apples".

21. Which function is used to return a specified number of characters from the beginning of a string of text in Excel?

- a. TEXT
- b. VALUE
- c. CONCATENATE
- d. LEFT

Answer: d. LEFT

Explanation: The LEFT function is used to return a specified number of characters from the beginning of a string of text in Excel.



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22. To determine the number of salary greater than \$100,000 OR dates joined after 30th April, the following formula needs to be used –

- =COUNTIFS(F5:F24,">100000",E5:E24,">44681")
- =COUNTIF(F5:F24,">100000")+COUNTIF(E5:E24,">44681")
- =SUMIF(F5:F24,">100000")+COUNTIF(E5:E24,">44681")
- Both a & b

Answer: d. Both a & b

Explanation: Formula (a) counts the number of values in the range F5:F24 that are greater than \$100,000 and in the range E5:E24 that are after 30th April (represented by the serial number 44681).

Formula (b) counts the number of values in the range F5:F24 that are greater than \$100,000 and adds it to the number of values in the range E5:E24 that are after 30th April.

23. To calculate the average salary by the male employees, the following formula need to be used –

- =AVERAGEIF(C5:C24,"Male",F5:F24)
- =AVERAGEIFS(F5:F24, C5:C24, "Male")
- =IF(C5:C24="Male",AVERAGE(F5:F24),"")
- =MEANIF(C5:C24,"Male",F5:F24)

Answer: b. =AVERAGEIFS(F5:F24, C5:C24, "Male")

Explanation: This formula calculates the average of values in the range F5:F24 where the corresponding cells in the range C5:C24 meet the criteria "Male".



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24. Which function is used to convert a text string to uppercase letters in Excel?

- a. UPPER
- b. LOWER
- c. PROPER
- d. TEXT

Answer: a. UPPER

Explanation: The UPPER function is used to convert a text string to uppercase letters in Excel.

25. Which function is used to convert a text string to lowercase letters in Excel?

- a. UPPER
- b. LOWER
- c. PROPER
- d. TEXT

Answer: b. LOWER

Explanation: The LOWER function is used to convert a text string to lowercase letters in Excel.

26 . Which function is used to capitalize the first letter of each word in a text string in Excel?

- a. UPPER
- b. LOWER
- c. PROPER
- d. TEXT

Answer: c. PROPER

Explanation: The PROPER function is used to capitalize the first letter of each word in a text string in Excel.



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27. Which function is used to extract a specified number of characters from a text string in Excel?

- a. LEFT
- b. RIGHT
- c. MID
- d. TEXT

Answer: c. MID

Explanation: The MID function is used to extract a specified number of characters from a text string in Excel.

28. Which function is used to return the leftmost characters from a text string in Excel?

- a. LEFT
- b. RIGHT
- c. MID
- d. TEXT

Answer: a. LEFT

Explanation: The LEFT function is used to return the leftmost characters from a text string in Excel.

29. Which function is used to return the rightmost characters from a text string in Excel?

- a. LEFT
- b. RIGHT
- c. MID
- d. TEXT

Answer: b. RIGHT

Explanation: The RIGHT function is used to return the rightmost characters from a text string in Excel.



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30. Which function is used to count the number of characters in a text string in Excel?

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

Answer: a. LEN

Explanation: The LEN function is used to count the number of characters in a text string in Excel.

31. Which function is used to find the position of a specific character in a text string in Excel?

- a. FIND
- b. SEARCH
- c. LOCATE
- d. POSITION

Answer: a. FIND

Explanation: The FIND function is used to find the position of a specific character in a text string in Excel.

32. Which function is used to return the rightmost characters from a text string in Excel?

- a. LEFT
- b. RIGHT
- c. MID
- d. TEXT

Answer: b. RIGHT

Explanation: The RIGHT function is used to return the rightmost characters from a text string in Excel.



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33. Which function is used to count the number of characters in a text string in Excel?

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

Answer: a. LEN

Explanation: The LEN function is used to count the number of characters in a text string in Excel.

34. Which function is used to find the position of a specific character in a text string in Excel?

- a. FIND
- b. SEARCH
- c. LOCATE
- d. POSITION

Answer: a. FIND

Explanation: The FIND function is used to find the position of a specific character in a text string in Excel.

35. Which function is used to replace a specified character or text string in a text string in Excel?

- a. REPLACE
- b. SUBSTITUTE
- c. CHANGE
- d. UPDATE

Answer: b. SUBSTITUTE

Explanation: The SUBSTITUTE function is used to replace a specified character or text string in a text string in Excel.



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36. Which function is used to round a number to a specified number of decimal places in Excel?

- a. ROUND
- b. ROUNDUP
- c. ROUNDDOWN
- d. TRUNC

Answer: a. ROUND

Explanation: The ROUND function is used to round a number to a specified number of decimal places in Excel.

37. Which function is used to round a number up to the nearest integer in Excel?

- a. ROUND
- b. ROUNDUP
- c. ROUNDDOWN
- d. TRUNC

Answer: b. ROUNDUP

Explanation: The ROUNDUP function is used to round a number up to the nearest integer in Excel.

38. Which function is used to round a number down to the nearest integer in Excel?

- a. ROUND
- b. ROUNDUP
- c. ROUNDDOWN
- d. TRUNC

Answer: c. ROUNDDOWN

Explanation: The ROUNDDOWN function is used to round a number down to the nearest integer in Excel.

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39. Which function is used to remove the decimal portion of a number in Excel?

- a. ROUND
- b. ROUNDUP
- c. ROUNDDOWN
- d. TRUNC

Answer: d. TRUNC

Explanation: The TRUNC function is used to remove the decimal portion of a number in Excel.

40. Which function is used to calculate the average of a range of cells in Excel?

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

Answer: b. AVERAGE

Explanation: The AVERAGE function is used to calculate the average of a range of cells in Excel.

41. Which function is used to find the maximum value in a range of cells in Excel?

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

Answer: c. MAX

Explanation: The MAX function is used to find the maximum value in a range of cells in Excel.



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42. Which function is used to find the minimum value in a range of cells in Excel?

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

Answer: d. MIN

Explanation: The MIN function is used to find the minimum value in a range of cells in Excel.

43. Which function is used to find the largest value that is less than or equal to a specified value in a range of cells in Excel?

- a. COUNTIF
- b. SUMIF
- c. MAXIF
- d. VLOOKUP

Answer: d. VLOOKUP

Explanation: The VLOOKUP function is used to find the largest value that is less than or equal to a specified value in a range of cells in Excel.

44. Which function is used to count the number of cells in a range that meet a specific criteria in Excel?

- a. COUNT
- b. SUM
- c. MAX
- d. COUNTIF

Answer: d. COUNTIF

Explanation: The COUNTIF function is used to count the number of cells in a range that meet a specific criteria in Excel.



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45. Which function is used to sum the values in a range of cells that meet a specific criteria in Excel?

- a. COUNTIF
- b. SUMIF
- c. MAXIF
- d. VLOOKUP

Answer: b. SUMIF

Explanation: The SUMIF function is used to sum the values in a range of cells that meet a specific criteria in Excel.

46. Which function is used to return the highest value in a range of cells that meets a specific criteria in Excel?

- a. COUNTIF
- b. SUMIF
- c. MAXIF
- d. VLOOKUP

Answer: c. MAXIF

Explanation: The MAXIF function is used to return the highest value in a range of cells that meets a specific criteria in Excel.



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47. Which function is used to find the average of the cells in a range that meet a specific criteria in Excel?

- a. COUNTIF
- b. SUMIF
- c. AVERAGEIF
- d. VLOOKUP

Answer: c. AVERAGEIF

Explanation: The AVERAGEIF function is used to find the average of the cells in a range that meet a specific criteria in Excel.

48. Which function is used to return the relative position of a value within a range of cells in Excel?

- a. MATCH
- b. INDEX
- c. VLOOKUP
- d. HLOOKUP

Answer: a. MATCH

Explanation: The MATCH function is used to return the relative position of a value within a range of cells in Excel.



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49. Which function is used to return the value of a cell at a specified row and column within a range in Excel?

- a. MATCH
- b. INDEX
- c. VLOOKUP
- d. HLOOKUP

Answer: b. INDEX

Explanation: The INDEX function is used to return the value of a cell at a specified row and column within a range in Excel.

50. Which function is used to search for a value in the first row of a range of cells and return the value in the same column from a specified row in Excel?

- a. MATCH
- b. INDEX
- c. VLOOKUP
- d. HLOOKUP

Answer: d. HLOOKUP

Explanation: The HLOOKUP function is used to search for a value in the first row of a range of cells and return the value in the same column from a specified row in Excel.



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51. Which function is used to combine the contents of two or more cells into one cell in Excel?

- a. CONCATENATE
- b. JOIN
- c. MERGE
- d. COMBINE

Answer: a. CONCATENATE.

Explanation: The CONCATENATE function is used to combine the contents of two or more cells into one cell in Excel.

52. Which function is used to split the contents of a cell into separate cells based on a specified delimiter in Excel?

- a. SPLIT
- b. SEPARATE
- c. TEXTTOSPLIT
- d. TEXTTODELIM

Answer: a. SPLIT

Explanation: The SPLIT function is used to split the contents of a cell into separate cells based on a specified delimiter in Excel.

53. Which function is used to remove duplicate values from a range of cells in Excel?

- a. DUPLICATE
- b. DELETE
- c. REMOVE
- d. UNIQUE

Answer: d. UNIQUE

Explanation: The UNIQUE function is used to remove duplicate values from a range of cells in Excel.



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54. Which function is used to calculate the number of days between two dates in Excel?

- a. DATEDIF
- b. DATEVALUE
- c. DAY
- d. YEAR

Answer: a. DATEDIF

Explanation: The DATEDIF function is used to calculate the number of days between two dates in Excel.

55. Which function is used to convert a text string to a date value in Excel?

- a. DATEDIF
- b. DATEVALUE
- c. DAY
- d. YEAR

Answer: b. DATEVALUE

Explanation: The DATEVALUE function is used to convert a text string to a date value in Excel.

56. Which function is used to return the day of the month for a specified date in Excel?

- a. DATEDIF
- b. DATEVALUE
- c. DAY
- d. YEAR

Answer: c. DAY

Explanation: The DAY function is used to return the day of the month for a specified date in Excel.



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57. Which function is used to return the year for a specified date in Excel?

- a. DATEDIF
- b. DATEVALUE
- c. DAY
- d. YEAR

Answer: d. YEAR

Explanation: The YEAR function is used to return the year for a specified date in Excel.

58. Which function is used to return the largest value in a range of cells in Excel?

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

Answer: a. MAX

Explanation: The MAX function is used to return the largest value in a range of cells in Excel.

59. Which function is used to return the smallest value in a range of cells in Excel?

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

Answer: b. MIN

Explanation: The MIN function is used to return the smallest value in a range of cells in Excel.



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60. Which function is used to calculate the total of a range of cells in Excel?

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

Answer: c. SUM

Explanation: The SUM function is used to calculate the total of a range of cells in Excel.

61. Which function is used to count the number of cells in a range that meet a specified criteria in Excel?

- a. COUNT
- b. COUNTA
- c. COUNTIF
- d. COUNTBLANK

Answer: c. COUNTIF

Explanation: The COUNTIF function is used to count the number of cells in a range that meet a specified criteria in Excel.

62. Which function is used to count the number of non-blank cells in a range of cells in Excel?

- a. COUNT
- b. COUNTA
- c. COUNTIF
- d. COUNTBLANK

Answer: b. COUNTA

Explanation: The COUNTA function is used to count the number of non-blank cells in a range of cells in Excel.



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63. Which function is used to count the number of blank cells in a range of cells in Excel?

- a. COUNT
- b. COUNTA
- c. COUNTIF
- d. COUNTBLANK

Answer: d. COUNTBLANK

Explanation: The COUNTBLANK function is used to count the number of blank cells in a range of cells in Excel.

64. Which function is used to apply a filter to a range of cells in Excel?

- a. FILTER
- b. SORT
- c. SEARCH
- d. FIND

Answer: a. FILTER.

Explanation: The FILTER function is used to apply a filter to a range of cells in Excel.

65. Which function is used to sort a range of cells in Excel?

- a. FILTER
- b. SORT
- c. SEARCH
- d. FIND

Answer: b. SORT

Explanation: The SORT function is used to sort a range of cells in Excel.



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66. Which function is used to search for a specific character or text within a string of text in Excel?

- a. FILTER
- b. SORT
- c. SEARCH
- d. FIND

Answer: c. SEARCH

Explanation: The SEARCH function is used to search for a specific character or text within a string of text in Excel.

67. Which function is used to find the position of a specific character or text within a string of text in Excel?

- a. FILTER
- b. SORT
- c. SEARCH
- d. FIND

Answer: d. FIND

Explanation: The FIND function is used to find the position of a specific character or text within a string of text in Excel.



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68. Which function is used to convert a number into its corresponding text format in Excel?

- a. TEXT
- b. VALUE
- c. CONCATENATE
- d. LEFT

Answer: a. TEXT

Explanation: The TEXT function is used to convert a number into its corresponding text format in Excel.

69. Which function is used to convert text into its corresponding numeric format in Excel?

- a. TEXT
- b. VALUE
- c. CONCATENATE
- d. LEFT

Answer: b. VALUE

Explanation: The VALUE function is used to convert text into its corresponding numeric format in Excel.

70. Which function is used to join two or more strings of text together in Excel?

- a. TEXT
- b. VALUE
- c. CONCATENATE
- d. LEFT

Answer: c. CONCATENATE

Explanation: The CONCATENATE function is used to join two or more strings of text together in Excel.