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Name of the Bundle	Office Productivity Bundle V2 (2026)	Subject	Microsoft Excel
Topic	Perform Simple Calculations with Functions	Last updated on	14 February 2026

1. What is a formula in Excel?

    a. A text style

    b. An expression used to calculate values

    c. A worksheet name

    d. A chart type

Ans: b. An expression used to calculate values

Explanation: A formula is used to perform calculations in a spreadsheet.

2. Which symbol must be used at the beginning of every Excel formula?

    a. +

    b. -

    c. =

    d. *

Ans: c. =

Explanation: The equals sign tells Excel that the entered content is a formula and not plain text or a number.

3. Which of the following represents a valid Excel formula syntax?

    a. A1+B1

    b. =A1+B1

    c. A1=B1

    d. SUM A1 B1

Ans: b. =A1+B1

Explanation: A valid formula must start with "=" followed by cell references and operators.

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4. What is a function in Excel?

    a. A chart

    b. A built-in formula

    c. A worksheet

    d. A file

Ans: b. A built-in formula

Explanation: A function is a predefined formula provided by Excel to perform specific calculations efficiently.

5. Which component is mandatory when writing an Excel function?

    a. Quotation marks

    b. Curly brackets

    c. Parentheses

    d. Square brackets

Ans: c. Parentheses

Explanation: Parentheses are required to pass arguments such as cell references or values to a function.

6. Which is the correct general function syntax?

    a. FUNCTION=cell

    b. =FUNCTION_NAME(cell range)

    c. FUNCTION(cell)=

    d. =cell FUNCTION

Ans: b. =FUNCTION_NAME(cell range)

Explanation: This is the standard function format in Excel.

7. Excel formulas and functions are mainly used to _____.

   a. Change cell color

   b. Perform calculations automatically

   c. Insert images

   d. Format worksheets

Ans: b. Perform calculations automatically

Explanation: Formulas and functions allow Excel to compute results dynamically based on data changes.

8. Which symbol is used to specify a continuous range of cells?

   a. Comma (,)

   b. Dot (.)

   c. Colon (:)

   d. Semicolon (;)

Ans: c. Colon (:)

Explanation: The colon defines a continuous cell range such as A1:A5.

9. Which Excel feature helps perform calculations easily?

   a. Functions

   b. Charts

   c. Sheets

   d. Themes

Ans: a. Functions

Explanation: Functions simplify complex calculations.

10. Which function is used to calculate the total of values in a range of cells?

    a. COUNT()

    b. AVERAGE()

    c. SUM()

    d. MAX()

Ans: c. SUM()

Explanation: The SUM function adds all numeric values within a specified cell range.

11. Which of the following correctly adds values from cells A1 to A5?

    a. =ADD(A1:A5)

    b. =TOTAL(A1:A5)

    c. =PLUS(A1:A5)

    d. =SUM(A1:A5)

Ans: d. =SUM(A1:A5)

Explanation: SUM is the correct built-in function used to add a continuous range of cells.

12. Which function calculates the average (mean) of selected values?

    a. SUM()

    b. AVERAGE()

    c. COUNT()

    d. MIN()

Ans: b. AVERAGE()

Explanation: AVERAGE computes the mean by dividing the total of values by the count of values.

13. Which function returns the smallest numeric value in a range?

    a. MAX()

    b. MIN()

    c. COUNT()

    d. SUM()

Ans: b. MIN()

Explanation: The MIN function scans the range and returns the lowest numerical value.

14. Which function returns the largest numeric value in a range?

    a. MIN()

    b. AVERAGE()

    c. MAX()

    d. COUNT()

Ans: c. MAX()

Explanation: MAX identifies and returns the highest number from the selected cells.

15. Which Excel function counts only cells that contain numeric values?

    a. COUNT()

    b. LEN()

    c. SUM()

    d. UPPER()

Ans: a. COUNT()

Explanation: COUNT counts only numeric entries and ignores text, blanks, and symbols.

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16. Which function counts non-blank cells?

    a. COUNT

    b. COUNTA

    c. COUNTBLANK

    d. AVERAGE

Ans: b. COUNTA

Explanation: COUNTA counts all cells except empty ones.

17. Which function counts empty cells?

    a. COUNTBLANK

    b. COUNT

    c. COUNTA

    d. SUM

Ans: a. COUNTBLANK

Explanation: COUNTBLANK counts only blank cells in a range.

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

    a. COUNT()

    b. LEN()

    c. TEXT()

    d. CHAR()

Ans: b. LEN()

Explanation: LEN returns the total number of characters in a cell, including spaces.

19. Which function joins text values?

    a. CONCATENATE

    b. SUM

    c. LEN

    d. MOD

Ans: a. CONCATENATE

Explanation: CONCATENATE merges two or more text strings into one.

20. Which function raises a number to a specified power?

    a. MULTIPLY()

    b. POWER()

    c. SQUARE()

    d. ROOT()

Ans: b. POWER()

Explanation: POWER calculates exponential values by raising a base number to a given exponent.

21. Which function converts text into uppercase letters?

    a. LOWER()

    b. PROPER()

    c. UPPER()

    d. LEN()

Ans: c. UPPER()

Explanation: UPPER converts all alphabetic characters in text to capital letters.

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22. Which function converts text into lowercase letters?

   a. UPPER()

   b. LOWER()

   c. PROPER()

   d. TEXT()

Ans: b. LOWER()

Explanation: LOWER changes all letters in the text to small (lowercase) letters.

23. Which function converts text to proper case?

   a. UPPER()

   b. LOWER()

   c. PROPER()

   d. LEN()

Ans: c. PROPER()

Explanation: The PROPER capitalizes the first letter of each word while converting others to lowercase.

24. What is the output of this function : =Lower("MS EXCEL")

   a. Ms excel

   b. ms excel

   c. msexcel

   d. MsExCeL

Ans: b. ms excel

Explanation: LOWER converts text to small letters.

25. Which function extracts text from the left?

    a. LEFT

    b. RIGHT

    c. MID

    d. LEN

Answer: a. LEFT

Explanation: LEFT returns characters from the beginning of a text string.

26. Which function works only on visible filtered data?

    a. SUM

    b. SUBTOTAL

    c. COUNT

    d. AVERAGE

Ans: b. SUBTOTAL

Explanation: SUBTOTAL performs calculations only on visible cells after filtering.

27. Which argument defines the operation in SUBTOTAL?

    a. Function number

    b. Range name

    c. Cell address

    d. Operator

Ans: a. Function number

Explanation: The Function number tells SUBTOTAL which calculation to perform.

28. Which is the correct AVERAGE formula?

    a. =AVERAGE=C2:C4

    b. =AVERAGE(C2:C4)

    c. =AVG(C2:C4)

    d. =MEAN(C2:C4)

Ans: b. =AVERAGE(C2:C4)

Explanation: AVERAGE uses a range inside parentheses.

29. Which is the correct power formula?

    a. =POWER(A2, 2)

    b. =POWER(A2:2)

    c. =^A2,3

    d. =POWER(A2)

Ans: a. =POWER(A2, 2)

Explanation: POWER needs the number and exponent.

30. What feature is used to restrict the type of data entered in a cell?

    a. Conditional Formatting

    b. Filter

    c. Cell Style

    d. Data Validation

Ans: d. Data Validation

Explanation: Data validation enforces rules that control the type and range of values allowed in a cell.

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31. What command is used to apply data validation rules?

    a. Insert → Table

    b. Data → Data Validation

    c. Review → Protect Sheet

    d. Home → Format

Ans: b. Data → Data Validation

Explanation: The Data Validation command is available under the Data tab to define input rules.

32. What validation option allows only whole numbers?

    a. Decimal

    b. Date

    c. Whole Number

    d. List

Ans: c. Whole Number

Explanation: This option restricts input to integers and blocks decimal or text values.

33. What validation type allows decimal values?

    a. Whole Number

    b. Text Length

    c. List

    d. Decimal

Ans: d. Decimal

Explanation: Decimal validation allows numeric values that include fractional parts.

34. What validation option is used to create a drop-down list?

    a. Date

    b. Time

    c. List

    d. Custom

Ans: c. List

Explanation: List validation displays predefined values as a selectable drop-down list.

35. What validation option restricts entries to dates?

    a. Time

    b. Date

    c. Decimal

    d. Text Length

Ans: b. Date

Explanation: Date validation ensures that only valid calendar date values are entered.

36. What validation option allows only time values?

    a. Date

    b. List

    c. Custom

    d. Time

Ans: d. Time

Explanation: Time validation restricts data entry to valid time formats only.

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37. What validation option limits the number of characters?

    a. List

    b. Text Length

    c. Decimal

    d. Date

Ans: b. Text Length

Explanation: Text Length validation controls the minimum or maximum number of characters allowed.

38. What protection type is used to lock selected cells?

    a. Worksheet Protection

    b. Workbook Protection

    c. Data Validation

    d. Cell Formatting

Ans: a. Worksheet Protection

Explanation: Worksheet Protection locks cells and prevents unauthorized modifications.

39. What are the two main protection categories in Excel?

    a. Cell and Range Protection

    b. Worksheet and Workbook Protection

    c. File and Folder Protection

    d. Data and Formula Protection

Ans: b. Worksheet and Workbook Protection

Explanation: Excel provides protection at both the sheet level and the entire workbook level.

40. What menu path is used to protect a worksheet?

    a. Data → Tools

    b. Review → Changes → Protect Sheet

    c. Home → Styles

    d. Insert → Table

Ans: b. Review → Changes → Protect Sheet

Explanation: This command enables protection settings and optional password security.

41. What command is used to remove worksheet protection?

    a. Review → Unprotect Sheet

    b. Data → Clear Validation

    c. Home → Unlock Cells

    d. File → Options

Ans: a. Review → Unprotect Sheet

Explanation: Unprotect Sheet removes protection after the correct password is entered.

42. What protection prevents adding or deleting sheets?

    a. Worksheet Protection

    b. Workbook Protection

    c. Cell Locking

    d. Data Validation

Ans: b. Workbook Protection

Explanation: Workbook Protection controls structural changes such as adding or deleting sheets.

43. What workbook protection prevents resizing or moving windows?

   a. Sheet Protection

   b. Window Protection

   c. Cell Protection

   d. Data Validation

Ans: b. Window Protection

Explanation: Window protection locks the workbook window size and position.

44. Which function returns the current date and time?

   a. TODAY()

   b. DATE()

   c. NOW()

   d. TIME()

Ans: c. NOW()

Explanation: NOW retrieves the system's current date along with the current time.

45. Which function returns only the current date?

   a. NOW()

   b. TODAY()

   c. DATE()

   d. TIME()

Ans: b. TODAY()

Explanation: TODAY displays the system date without including the time.

46. Which function does not require any arguments?

    a. SUM()

    b. NOW()

    c. LEN()

    d. POWER()

Ans: b. NOW()

Explanation: NOW automatically retrieves date and time without needing cell references.

47. Which function extracts the day from a date value?

    a. MONTH()

    b. DAY()

    c. YEAR()

    d. DATEVALUE()

Ans: b. DAY()

Explanation: DAY converts a date serial number into the day of the month.

48. Which Excel function converts hours, minutes, and seconds into time?

    a. NOW()

    b. TIME()

    c. TIMEVALUE()

    d. SECOND()

Ans: b. TIME()

Explanation: TIME creates a valid time value using numeric hour, minute, and second inputs.

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49. How are calculations performed in Excel cells?

    a. Using formulas

    b. Using formats

    c. Using filters

    d. Using protection

Answer: a. Using formulas

Explanation: Formulas calculate results by referencing values from other cells.

50. Which calculation mode updates formulas instantly after any change?

    a. Manual Mode

    b. Protected Mode

    c. Automatic Mode

    d. Design Mode

Ans: c. Automatic Mode

Explanation: Automatic mode recalculates formulas immediately when data changes.

51. When is the F9 key used in Excel?

    a. To save the workbook

    b. To apply the formula

    c. To recalculate manually

    d. To protect the worksheet

Ans: c. To recalculate manually

Explanation: F9 triggers formula recalculation in Manual Calculation Mode.

52. Identify the correct definition of a cell address.

    a. Cell formatting rule

    b. Unique cell identifier

    c. Cell data type

    d. Cell style

Ans: b. Unique cell identifier

Explanation: A cell address uniquely identifies a cell using column and row values.

53. Which combination forms a cell reference?

    a. Sheet name and value

    b. Row number and formula

    c. Cell color and size

    d. Column letter and row number

Ans: d. Column letter and row number

Explanation: A cell reference combines column letters with row numbers like A1.

54. Which addressing type changes when a formula is copied?

    a. Absolute

    b. Relative

    c. Fixed

    d. Locked

Ans: b. Relative

Explanation: Relative references adjust automatically based on the new location.

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55. Which symbol is used to lock a cell reference in Excel?

    a. @

    b. $

    c. %

    d. %

Ans: b. $

Explanation: The dollar sign fixes the row or column reference in a formula.

56. Which function calculates the difference between two dates in years?

    a. DATE()

    b. TODAY()

    c. DATEDIF()

    d. DATEVALUE()

Ans: c. DATEDIF()

Explanation: DATEDIF calculates the number of years, months, or days between dates.

57. The function that returns only the month from a date is _____.

    a. DAY()

    b. YEAR()

    c. MONTH()

    d. DATE()

Ans: c. MONTH()

Explanation: MONTH extracts the month number from a date value.

58. A cell reference like A1 is formed using _____ and _____.

   a. Row name and value

   b. Column letter and row number

   c. Sheet name and column

   d. Formula and value

Ans: b. Column letter and row number

Explanation: Cell references combine column letters with row numbers.

59. The function that converts a text date into a serial number is _____.

   a. DATE()

   b. DATEVALUE()

   c. TODAY()

   d. DAY()

Ans: b. DATEVALUE()

Explanation: DATEVALUE converts text-formatted dates into numeric date values.

60. Does the NOW() function return both the current date and time in Excel?

   a. True

   b. False

   c. Partially True

   d. Depends on the format.

Ans: a. True

Explanation: NOW includes both the current date and the current time.

61. Do relative cell references remain fixed when copied in Excel?

   a. True

   b. False

   c. Sometimes True

   d. Depends on the formula

Ans: b. False

Explanation: Relative references change based on the formula's new location.

62. Automatic calculation mode requires pressing F9.

   a. True

   b. False

   c. Only once

   d. Depends on the workbook

Ans: b. False

Explanation: Automatic mode recalculates formulas without manual action.

63. What will be the result of =IF(A1>50,"Pass","Fail") if A1=60?

   a. Pass

   b. Fail

   c. 60

   d. Error

Ans: a. Pass

Explanation: Since 60 > 50, the condition is TRUE, so "Pass" is returned.

64. =SUMIF(A1:A5, ">10") adds all values in A1:A5 greater than 10.

   If A1:A5 = {5, 12, 8, 15, 20}, the result is?.

   a. 47

   b. 12

   c. 20

   d. 60

Ans: a. 47

Explanation: Only 12+15+20 = 47 meet the condition

65. =COUNTIF(B1:B10,"Bananas") counts all cells in the range B1:B10 that contain _____.

   a. Bananas

   b. Apples

   c. Any number

   d. Blank

Ans: a. Bananas

Explanation: COUNTIF counts cells that exactly match "Bananas" in the specified range.

66. What is the result of =AND(A1>5, B1<10) if A1=6, B1=9?

   a. TRUE

   b. FALSE

   c. 6

   d. 9

Ans: a. TRUE

Explanation: Both conditions are TRUE (6>5 and 9<10), so AND returns TRUE.

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67. What will be the output of =OR(A1>10, B1<5) if A1=8, B1=3?

    a. FALSE

    b. TRUE

    c. 8

    d. 3

Ans: b. TRUE

Explanation: One condition TRUE → OR = TRUE.

68. What will be the output of =NOT(A1>10) if A1=8?

    a. TRUE

    b. FALSE

    c. 8

    d. Error

Ans: a. TRUE

Explanation: A1>10 is FALSE → NOT reverses → TRUE.

69. What will XOR(TRUE, FALSE, TRUE) return?

    a. TRUE

    b. FALSE

    c. 1

    d. 0

Ans: b. FALSE

Explanation: XOR returns TRUE if there is an odd number of TRUE values. Here 2 TRUE values → FALSE.

70. =IF(AND(A1>10, B1<20), "Pass", "Fail") returns "Pass". Which values are correct?

    a. A1=5, B1=15

    b. A1=15, B1=15

    c. A1=20, B1=25

    d. A1=10, B1=18

Ans: b. A1=15, B1=15

Explanation: AND requires all conditions to be TRUE. A1>10 AND B1<20 → TRUE → IF returns "Pass".

71. =SUMIF(A1:A5, ">10", B1:B5, C1:C5)

    a. Comma missing

    b. The function name is incorrect

    c. SUMIF cannot take multiple sum ranges

    d. No error

Ans: c. SUMIF cannot take multiple sum ranges

Explanation: SUMIF only allows a single sum range, not multiple ranges.

72. =AVERAGEIF(A1:A5, ">10") with A1:A5={5,15,20,8,12} returns _____.

    a. 15.67

    b. 12.5

    c. 20

    d. 10

Ans: a. 15.67

Explanation: Cells >10 are 15, 20, and 12. Average = (15+20+12)/3 = 47/3 ≈ 15.67.

73. What is the error in this program?

   =IF(AND(A1>5, B1<10),"Pass","Fail")

   a. Extra parenthesis

   b. Function AND cannot use >

   c. No error

   d. Missing a comma between conditions

Ans: d. Missing a comma between conditions

Explanation: AND requires a comma between conditions.

74. =AND(A1<10,B1>5) returns TRUE. Possible values:

   a. A1=5, B1=6

   b. A1=10, B1=6

   c. A1=5, B1=5

   d. A1=15, B1=6

Ans: a. A1=5, B1=6

Explanation: AND requires both conditions to be TRUE → 5<10 TRUE, 6>5 TRUE → AND=TRUE.

75. =XOR(TRUE, TRUE, FALSE) returns:

   a. TRUE

   b. FALSE

   c. 1

   d. 0

Ans: b. FALSE

Explanation: XOR returns TRUE if an odd number of TRUEs → here 2 TRUEs → FALSE.

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76. What is the error in this program?

=COUNTIF(A1:A10,">10","<20")

    a. COUNTIF cannot have two criteria

    b. Comma misplaced

    c. The function name is wrong

    d. No error

Ans: a. COUNTIF cannot have two criteria

Explanation: Use COUNTIFS for multiple criteria. Correct: =COUNTIFS(A1:A10, ">10", A1:A10, "<20").

77. =IF(OR(A1=10, A1=20), "Yes", "No") returns "Yes". A1 could be:

    a. 10 or 15

    b. 15 or 25

    c. 10 or 20

    d. 20 or 25

Ans: c. 10 or 20

Explanation: OR checks if either condition is TRUE. 10=10 is TRUE, 20=20 is TRUE → "Yes".

78. Which option highlights cells with values greater than a number?

    a. Greater Than

    b. Less Than

    c. Between

    d. Duplicate Values

Ans: a. Greater Than

Explanation: "Greater Than" highlights all cells above the specified value.

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79. To highlight cells containing a specific word, you use the rule _____.

    a. Top 10 Items

    b. Text that Contains

    c. Data Bars

    d. Icon Sets

Ans: b. Text that Contains

Explanation: This highlights all cells that contain the specified text.

80. Which rule highlights duplicate numbers in a range?

    a. Duplicate Values

    b. Between

    c. Greater Than

    d. Above Average

Ans: a. Duplicate Values

Explanation: It highlights numbers that appear more than once.

81. Which rule highlights the top values in a range?

    a. Data Bars

    b. Highlight Cells Rules

    c. Top/Bottom Rules

    d. Color Scales

Ans: c. Top/Bottom Rules

Explanation: Top/Bottom rules highlight the highest or lowest values in a range.

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82. The Conditional Formatting option that shows a bar inside a cell representing its value is

_____.

   a. Highlight Cells Rules

   b. Color Scales

   c. Icon Sets

   d. Data Bars

Ans: d. Data Bars

Explanation: The bar's length visually represents the value in the cell.

83. Which option uses colors to show low, medium, and high values?

   a. Icon Sets

   b. Data Bars

   c. Color Scales

   d. Highlight Cells Rules

Ans: c. Color Scales

Explanation: Color scales use a gradient to indicate values.

84. A "Between 10 and 20" rule is applied. The value 15 will be _____.

   a. Highlighted

   b. Not Highlighted

   c. Ignored

   d. Deleted

Ans: a. Highlighted

Explanation: The "Between" rule includes boundary values, so 15 is highlighted.

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85. The Conditional Formatting option that displays symbols like arrows, flags, or traffic lights is
————.

    a. Icon Sets

    b. Data Bars

    c. Color Scales

    d. Highlight Cells Rules

Ans: a. Icon Sets

Explanation: Icon sets display symbols to visually interpret data values.

86. Which of the following is true?

    a. Text that contains highlights numbers only

    b. Icon Sets cannot use traffic light symbols

    c. Top/Bottom Rules can highlight the top 10% of values

    d. Between rule highlights values outside the specified range

Ans: c. Top/Bottom Rules can highlight the top 10% of values

Explanation: Top/Bottom Rules include top/bottom values and percentages.

87. A "Date Occurring" rule is applied for "Last Week." A date from the previous week will be
————.

    a. Highlighted

    b. Not Highlighted

    c. Deleted

    d. Ignored

Ans: a. Highlighted

Explanation: "Date Occurring" highlights dates falling in the specified period.

88. A Data Bar is applied to a range. A larger number in the range will have a _____ bar.

    a. Shorter

    b. Longer

    c. Same

    d. Hidden

Ans: b. Longer

Explanation: Data Bars are proportional to cell values; higher numbers have longer bars.

89. To remove formatting only from selected cells, you use _____.

    a. Data Bars

    b. Icon Sets

    c. Clear Rules from Selected Cells

    d. New Rule

Ans: c. Clear Rules from Selected Cells

Explanation: This clears formatting without affecting the entire sheet.

90. To highlight cells with a number smaller than 100, use _____.

    a. Less Than

    b. Greater Than

    c. Between

    d. Top/Bottom Rules

Ans: a. Less Than

Explanation: Less Than highlights all values below the specified number.

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91. The "Date Occurring" rule highlights cells with _____.

   a. Numbers above 50

   b. Dates in a certain period

   c. Duplicate text

   d. Icon symbols

   Ans: b. Dates in a certain period

   Explanation: It highlights dates like yesterday, last week, or next month.

92. The "Equal To" rule highlights cells with values _____ a specified number.

   a. Equal to

   b. Greater than

   c. Less than

   d. Between

   Ans: a. Equal to

   Explanation: Only cells matching the number are highlighted.