Selvam College of Technology
An Autonomous Institution
Accredited by NAAC with "A" Grade, UGC Recognized 2(f) Status,
An ISO 9001:2015 Certified Institution, Approved by AICTE New Delhi, Affiliated to Anna University-Chennai
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Name of the Bundle	Basic Bundle (2025)	Subject	MS-Office V2
Topic	MS Excel	Last updated on	19 February 2025

1. Which tab in MS Excel allows you to insert a header or footer?

   a. Home

   b. Insert

   c. View

   d. Page Layout

   Answer:b. Insert

   Explanation: The "Insert" tab contains the "Header & Footer" option, allowing users to add a header or footer.

2. How can you access the header and footer section in MS Excel?

   a. View tab → Page Layout

   b. Insert tab → Header & Footer

   c. Page Layout tab → Header/Footer

   d. Home tab → Text Formatting

   Answer: b. Insert tab → Header & Footer

   Explanation: The "Header & Footer" option is available under the "Insert" tab, which opens the header and footer editing section.

3. What is the purpose of a header or footer in MS Excel?

   a. To add formulas

   b. To insert page numbers, titles, or date info

   c. To format cells

   d. To merge cells

   Answer: b. To insert page numbers, titles, or date info

   Explanation: Headers and footers are used to display information like page numbers, file details, or dates on printed sheets.

4. How can you add a page number to a header or footer in MS Excel?

    a. View tab → Header & Footer → Page Number

    b. Click on the header or footer area → Insert → Page Number

    c. Home tab → Page Numbers

    d. Insert tab → Date and Time

Answer: b. Click on the header or footer area → Insert → Page Number

Explanation: After selecting the header or footer, the "Insert" tab provides the option to add a page number.

5. Which of the following can be included in a header or footer in MS Excel?

    a. Page number

    b. Date and time

    c. File path

    d. All of the above

Answer: d. All of the above

Explanation: Page numbers, date and time, and file paths can all be included in a header or footer.

6. How can you switch between the header, footer, and main worksheet area?

    a. Click outside the header/footer

    b. Press the "Esc" key

    c. Click on the "Close Header and Footer" button

    d. Use the "Page Layout" tab

Answer: c. Click on the "Close Header and Footer" button

Explanation: The "Close Header and Footer" button allows returning to the main worksheet from the header or footer.

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7. Which feature allows you to apply different headers or footers for odd and even pages in Excel?

    a. Page Layout → Different Odd & Even Pages

    b. Insert → Different Header/Footer

    c. View → Different Page Setup

    d. Layout → Customize Header/Footer

Answer: a. Page Layout → Different Odd & Even Pages

Explanation: The "Different Odd & Even Pages" option in "Page Layout" enables separate headers and footers for odd and even pages.

8. How can you remove a header or footer in MS Excel?

    a. Click on the header/footer and delete the content

    b. View tab → Header & Footer → Remove

    c. Click the "Header/Footer" area → Choose "None"

    d. Right-click and select "Delete"

**Answer: c. Click the "Header/Footer" area → Choose "None"**

Explanation: Selecting "None" in the header/footer settings removes any existing header or footer.

9. Which of the following does NOT appear in the header/footer by default?

    a. Page Number

    b. File Name

    c. Sheet Name

    d. Column Titles

Answer: d. Column Titles

Explanation: Page number, file name, and sheet name can be inserted, but column titles are not included by default.
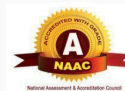
10. What is the main purpose of Conditional Formatting in MS Excel?

    a. To automatically format cells based on specific conditions

    b. To merge cells

    c. To insert charts

    d. To create formulas

    Answer: a. To automatically format cells based on specific conditions

    Explanation: Conditional Formatting allows cells to change appearance automatically based on criteria.

11. Which tab in MS Excel contains the Conditional Formatting feature?

    a. Home

    b. View

    c. Page Layout

    d. Insert

    Answer: a. Home

    Explanation: The "Home" tab contains the Conditional Formatting feature.

12. How can you apply conditional formatting to a cell in MS Excel?

    a. Select the cell → Right-click → Format Cells

    b. Select the cell → Home tab → Conditional Formatting

    c. Use the "Insert" tab → Conditional Formatting

    d. Use the "Page Layout" tab → Format

    Answer: b. Select the cell → Home tab → Conditional Formatting

    Explanation: The Conditional Formatting option is under the "Home" tab.

13. Which of the following is an option in Conditional Formatting?

   a. Data Bars

   b. Filter

   c. Freeze Panes

   d. Page Setup

Answer: a. Data Bars

Explanation: "Data Bars" is an option in Conditional Formatting that visually represents values.

14. What is the "Data Bars" option in Conditional Formatting used for?

   a. To add color gradients to cells

   b. To show data in graphical bars within the cells

   c. To apply borders around cells

   d. To create a table with alternating colors

Answer: b. To show data in graphical bars within the cells

Explanation: Data Bars provide a visual representation of data in a cell as bars.

15. How can you highlight cells greater than a certain value in MS Excel?

   a. Use "New Rule" and select "Format only cells that contain"

   b. Change the cell color manually

   c. Use the "Sort & Filter" feature

   d. Click "Highlight Cells"

Answer: a. Use "New Rule" and select "Format only cells that contain"

Explanation: This option formats cells based on specific value conditions.

16. Which of the following is NOT a type of conditional formatting rule in MS Excel?

    a. Format only cells that contain

    b. Use a formula to determine which cells to format

    c. Highlight duplicates

    d. Apply a fixed format

Answer: d. Apply a fixed format

Explanation: Conditional formatting applies rules based on data or formulas, not fixed formats.

17. How can you remove conditional formatting from cells in MS Excel?

    a. Home tab → Conditional Formatting → Clear Rules

    b. Right-click the cell → Delete Formatting

    c. Page Layout tab → Reset Formatting

    d. Use the "Find & Select" feature

Answer: a. Home tab → Conditional Formatting → Clear Rules

Explanation: This option clears all conditional formatting applied to selected cells.

18. Which type of conditional formatting is used to apply a color scale to cells?

    a. Icon Sets

    b. Color Scales

    c. Data Bars

    d. Top/Bottom Rules

Answer: b. Color Scales

Explanation: "Color Scales" uses colors to show values in a range.

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19. What is the effect of using the "Top/Bottom Rules" in Conditional Formatting?

  a. It formats cells based on the largest or smallest values in a range

  b. It colors cells with the highest values only

  c. It highlights cells with specific text

  d. It adds borders to cells

  Answer: a. It formats cells based on the largest or smallest values in a range

  Explanation: This rule highlights the top or bottom values within a set.

20. Which of the following is NOT an option available in Conditional Formatting?

  a. Highlight Cells Rules

  b. Data Bars

  c. Freeze Panes

  d. Color Scales

  Answer: c. Freeze Panes

  Explanation: "Freeze Panes" is not related to Conditional Formatting.

21. Which Conditional Formatting option allows you to apply different colors based on cell values?

  a. Icon Sets

  b. Color Scales

  c. Data Bars

  d. Manage Rules

  Answer: b. Color Scales

  Explanation: "Color Scales" applies a color gradient based on values.

22. What does the "Data Bars" option in Conditional Formatting do?

    a. Fills cells with a color gradient based on values

    b. Inserts a horizontal bar chart

    c. Sorts the data automatically

    d. Adds a border to cells

Answer: a. Fills cells with a color gradient based on values

Explanation: Data Bars visually represent data with bars that vary in length based on the cell values.

23. Which option in Conditional Formatting helps in identifying duplicate values?

    a. Color Scales

    b. Highlight Cells Rules

    c. Data Bars

    d. Manage Rules

Answer: b. Highlight Cells Rules

Explanation: "Highlight Cells Rules" includes options to highlight duplicate values.

24. The "Icon Sets" feature in Conditional Formatting is used for:

    a. Applying color gradients

    b. Adding small icons (like arrows, checkmarks) based on cell values

    c. Changing the font style

    d. Hiding duplicate values

Answer: b. Adding small icons (like arrows, checkmarks) based on cell values

Explanation: "Icon Sets" uses icons to represent data conditions.

25. Which Conditional Formatting option highlights cells based on user-defined conditions (e.g., greater than 50)?

    a. Highlight Cells Rules

    b. Top/Bottom Rules

    c. Data Bars

    d. Icon Sets

Answer: a. Highlight Cells Rules

Explanation: This option allows for defining custom rules, such as "greater than" or "less than."

26. How does the "Top/Bottom Rules" option in Conditional Formatting work?

    a. It applies formatting to the highest and lowest values in a range

    b. It only formats the top row

    c. It merges the top and bottom cells

    d. It creates a formula for filtering data

Answer: a. It applies formatting to the highest and lowest values in a range

Explanation: This rule highlights the top or bottom values.

27. Which of the following Conditional Formatting options applies traffic light icons, arrows, or flags?

    a. Data Bars

    b. Color Scales

    c. Icon Sets

    d. Highlight Cells Rules

Answer: c. Icon Sets

Explanation: "Icon Sets" applies icons like traffic lights, arrows, or flags.

28. Where can you manage or edit existing Conditional Formatting rules?

    a. Home tab → Conditional Formatting → Manage Rules

    b. View tab → Conditional Formatting

    c. Page Layout tab → Edit Formatting

    d. Insert tab → Conditional Formatting

Answer: a. Home tab → Conditional Formatting → Manage Rules

Explanation: This option allows editing and managing all Conditional Formatting rules.

29. Which option would you use to apply Conditional Formatting based on a formula?

    a. Highlight Cells Rules

    b. Use a formula to determine which cells to format

    c. Data Bars

    d. Icon Sets

Answer: b. Use a formula to determine which cells to format

Explanation: This option allows using custom formulas for conditional formatting.

Let me know if you need more questions reformatted or if you want me to proceed with other sections!

30. What is the purpose of using charts in MS Excel?

    a. To organize data into tables

    b. To visually represent data

    c. To apply Conditional Formatting

    d. To filter data

Answer: b. To visually represent data

Explanation: Charts are used to present data visually, making it easier to analyze trends and comparisons.

31. Which tab in MS Excel contains the options to insert a chart?

    a. Home

    b. Insert

    c. Page Layout

    d. Data

Answer: b. Insert

Explanation: The "Insert" tab is where you can find the options to insert charts.

32. Which of the following is NOT a type of chart available in MS Excel?

    a. Line Chart

    b. Pie Chart

    c. Radar Chart

    d. Waterfall Chart

Answer: d. Waterfall Chart

Explanation: A "Waterfall Chart" is not a standard chart type in Excel, although it's available in newer versions.

33. Which type of chart is best for showing trends over time?

    a. Column Chart

    b. Line Chart

    c. Pie Chart

    d. Bar Chart

Answer: b. Line Chart

Explanation: A Line Chart is ideal for showing trends over time as it connects data points with a line.

34. What type of chart is most suitable for comparing parts of a whole?

    a. Line Chart

    b. Pie Chart

    c. Column Chart

    d. Scatter Chart

Answer: b. Pie Chart

Explanation: A Pie Chart is used to display the proportion of parts within a whole.

35. Which chart type is best for comparing multiple categories of data?

    a. Pie Chart

    b. Column Chart

    c. Line Chart

    d. Radar Chart

Answer: b. Column Chart

Explanation: Column charts are great for comparing multiple categories side by side.

36. What is the use of a Scatter (XY) Chart in MS Excel?

    a. To compare values across different categories

    b. To show relationships between two numerical variables

    c. To display percentage values

    d. To highlight duplicates

Answer: b. To show relationships between two numerical variables

Explanation: Scatter Charts are used to illustrate the relationship between two numerical variables.

37. Which chart type is useful for displaying cumulative totals over time?

   a. Area Chart

   b. Column Chart

   c. Pie Chart

   d. Doughnut Chart

   Answer: a. Area Chart

   Explanation: An Area Chart is ideal for showing cumulative totals over time, as it fills the area below the line.

38. How do you change the chart type of an existing chart in Excel?

   a. Select the chart → Click "Chart Tools" → Choose "Change Chart Type"

   b. Click "Data" → Change Chart

   c. Right-click the chart and delete it

   d. Use Conditional Formatting

   Answer: a. Select the chart → Click "Chart Tools" → Choose "Change Chart Type"

   Explanation: You can change the chart type from the "Chart Tools" menu.

39. Which Excel feature allows you to add titles, labels, and legends to a chart?

   a. Chart Elements

   b. Conditional Formatting

   c. Data Validation

   d. Freeze Panes

   Answer: a. Chart Elements

   Explanation: "Chart Elements" allows adding titles, labels, and legends to charts.

40. What does the "Legend" in a chart represent?

    a. The title of the chart

    b. The labels for the axes

    c. The key that explains the data series

    d. The numerical values on the Y-axis

Answer: c. The key that explains the data series

Explanation: The Legend shows which colors or symbols represent different data series in the chart.

41. Which chart type allows you to compare data points using bubbles of different sizes?

    a. Column Chart

    b. Bubble Chart

    c. Pie Chart

    d. Doughnut Chart

Answer: b.Bubble Chart

Explanation: A Bubble Chart compares data points by displaying bubbles of varying sizes based on values.

42. What is the purpose of the "Data Labels" option in a chart?

    a. To rename the chart

    b. To display the exact values of data points on the chart

    c. To remove gridlines

    d. To highlight a specific range

Answer: b. To display the exact values of data points on the chart

Explanation: "Data Labels" show the exact numerical values of each data point on a chart.

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43. How can you insert a chart in MS Excel?

   a. Select data → Go to Insert tab → Click on a chart type

   b. Click "File" → "New Chart"

   c. Right-click anywhere on the worksheet

   d. Use the "Sort & Filter" option

   Answer: a. Select data → Go to Insert tab → Click on a chart type

   Explanation: You insert a chart by selecting the data and using the "Insert" tab.

44. Which type of chart uses horizontal bars to display data comparisons?

   a. Line Chart

   b. Column Chart

   c. Bar Chart

   d. Pie Chart

   Answer: c. Bar Chart

   Explanation: A Bar Chart uses horizontal bars to compare different categories.

45. Which chart is best for showing proportions and percentages?

   a. Line Chart

   b. Pie Chart

   c. Column Chart

   d. Bar Chart

   Answer: b. Pie Chart

   Explanation: A Pie Chart is designed to show proportions of a whole, typically in percentages.

46. What is the purpose of a Combo Chart in MS Excel?

    a. To display multiple chart types in one chart

    b. To create multiple charts on the same sheet

    c. To merge two different Excel files

    d. To compare two unrelated datasets

Answer: a. To display multiple chart types in one chart

Explanation: A Combo Chart allows combining different chart types for better data comparison.

47. What does the X-axis typically represent in a chart?

    a. Categories or time periods

    b. Values or numerical data

    c. Chart legend

    d. The title of the chart

Answer: a. Categories or time periods

Explanation: The X-axis typically shows categories or time periods in charts.

48. Which chart type is best suited for stock market analysis?

    a. Column Chart

    b. Line Chart

    c. Stock Chart

    d. Pie Chart

Answer: c. Stock Chart

Explanation: Stock Charts are designed for displaying stock market data.

49. How can you remove a chart from an Excel worksheet?

    a. Select the chart and press Delete

    b. Use the "Undo" button

    c. Click "File" and choose "Remove Chart"

    d. Change the chart type to "None"

Answer: a. Select the chart and press Delete

Explanation: You can remove a chart by selecting it and pressing the Delete key.

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

    a. To perform mathematical calculations

    b. To apply conditional formatting

    c. To check a condition and return different values based on the result

    d. To count the number of blank cells

Answer: c. To check a condition and return different values based on the result

Explanation: The IF function returns one value if a condition is true and another value if it's false.

51. Which of the following is the correct syntax of the IF function in Excel?

    a. =IF(condition, value_if_true, value_if_false)

    b. =IF(value_if_true, condition, value_if_false)

    c. =IF(condition, value_if_false, value_if_true)

    d. =IF(value_if_false, condition, value_if_true)

Answer: a. =IF(condition, value_if_true, value_if_false)

Explanation: The correct syntax checks the condition and returns values for true or false.

52. What does the SUMIF function do?

    a. Sums all numbers in a range

    b. Sums the values in a range that meet a specific condition

    c. Counts the number of values in a range

    d. Finds the maximum value in a range

Answer: b. Sums the values in a range that meet a specific condition

Explanation: SUMIF sums values based on a condition, like greater than or equal to a number.

53. Which of the following is the correct syntax for the SUMIF function?

    a. =SUMIF(range, criteria, [sum_range])

    b. =SUMIF(criteria, range, [sum_range])

    c. =SUMIF([sum_range], criteria, range)

    d. =SUMIF(range, [sum_range], criteria)

Answer: a. =SUMIF(range, criteria, [sum_range])

Explanation: This is the correct syntax for using SUMIF to sum values based on criteria.

54. What is the purpose of the COUNTIF function in Excel?

    a. Counts all non-empty cells

    b. Counts cells that meet a specific condition

    c. Counts numbers only

    d. Counts blank cells

Answer: b. Counts cells that meet a specific condition

Explanation: COUNTIF counts the number of cells that meet a given condition.

55. Which of the following is the correct syntax for the COUNTIF function?

    a. =COUNTIF(range, criteria)

    b. =COUNTIF(criteria, range)

    c. =COUNTIF(range, [sum_range])

    d. =COUNTIF([sum_range], criteri

Answer: a. =COUNTIF(range, criteria)

Explanation: This is the correct syntax to count cells based on a specified condition.

56. What will the formula =IF(A1>50, "Pass", "Fail") return if A1 contains 30?

    a. Pass

    b. Fail

    c. Error

    d. 30

Answer: b. Fail

Explanation: Since 30 is less than 50, the formula returns "Fail".

57. Which formula would correctly sum all values in column B where column A contains "Apple"?

    a. =SUMIF(A:A, "Apple", B:B)

    b. =SUMIF(B:B, "Apple", A:A)

    c. =SUMIF("Apple", A:A, B:B)

    d. =SUMIF(A:A, B:B, "Apple")

Answer: a. =SUMIF(A:A, "Apple", B:B)

Explanation: This formula sums values in column B where column A contains "Apple".

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58. What will the formula =COUNTIF(A1:A5, ">10") return if A1:A5 contains {5, 12, 15, 8, 20}?

    a. 2

    b. 3

    c. 4

    d. 5

Answer: b. 3

Explanation: The formula counts the number of values greater than 10, which are 12, 15, and 20.

59. What happens if the SUMIF function does not find any matching values?

    a. It returns an error

    b. It returns 0

    c. It returns FALSE

    d. It returns the sum of all values

Answer: b. It returns 0

Explanation: If no matching values are found, SUMIF returns 0.

60. What will the formula =IF(A1=100, "Exact", "Not Exact") return if A1 contains 100?

    a. 100

    b. Exact

    c. Not Exact

    d. Error

Answer: b. Exact

Explanation: Since A1 equals 100, the formula returns "Exact".

61. Which function would you use to count the number of cells containing "Completed" in a range?

    a. =COUNTIF(A1:A10, "Completed")

    b. =COUNT(A1:A10, "Completed")

    c. =IF(A1:A10, "Completed")

    d. =SUMIF(A1:A10, "Completed")

Answer: a. =COUNTIF(A1:A10, "Completed")

Explanation: COUNTIF counts the number of cells in the specified range that contain "Completed".

62. Which Excel function allows you to apply multiple conditions for counting cells?

    a. COUNTIF

    b. SUMIF

    c. COUNTIFS

    d. SUMIFS

Answer: c. COUNTIFS

Explanation: COUNTIFS allows multiple conditions to be applied when counting cells.

63. What will the formula =SUMIF(A1:A5, "<50", B1:B5) do?

    a. Sum all values in A1:A5 that are less than 50

    b. Sum all values in B1:B5 where corresponding values in A1:A5 are less than 50

    c. Count all values in A1:A5 that are less than 50

    d. Return an error

Answer: b. Sum all values in B1:B5 where corresponding values in A1:A5 are less than 50

Explanation: The formula sums values in column B where corresponding values in column A are less than 50.

64. Which of the following statements about the IF function is true?

    a. The IF function can only return text values

    b. The IF function can return different values based on a logical test

    c. The IF function cannot be nested

    d. The IF function requires three arguments

    Answer: b. The IF function can return different values based on a logical test

    Explanation: The IF function checks a logical test and returns one value if true, and another if false.

65. Which formula will count the number of cells in range A1:A10 that contain numbers greater than 25?

    a. =COUNTIF(A1:A10, ">25")

    b. =SUMIF(A1:A10, ">25")

    c. =IF(A1:A10, ">25")

    d. =COUNTIFS(A1:A10, ">25")

    Answer: a. =COUNTIF(A1:A10, ">25")

    Explanation: This formula counts the number of cells in range A1:A10 with values greater than 25.

66. Which of the following formulas uses a wildcard to count cells that start with "A"?

    a. =COUNTIF(A1:A10, "A*")

    b. =COUNTIF(A1:A10, "*A")

    c. =COUNTIF(A1:A10, "?A")

    d. =COUNTIF(A1:A10, "A")

    Answer: a. =COUNTIF(A1:A10, "A*")

    Explanation: The asterisk (*) wildcard is used to match any number of characters following "A".

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67. What will the formula =IF(AND(A1>50, B1<100), "Valid", "Invalid") return if A1=60 and B1=80?

    a. Valid

    b. Invalid

    c. Error

    d. 80

Answer: a. Valid

Explanation: Both conditions (A1 > 50 and B1 < 100) are true, so the formula returns "Valid".

68. Which function is used to sum values based on multiple conditions?

    a. SUMIF

    b. SUMIFS

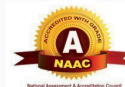   c. COUNTIFS

    d. IF

Answer: b. SUMIFS

Explanation: SUMIFS sums values based on multiple conditions.

69. Which of the following formulas checks if a value is greater than 100 and returns "High" or "Low"?

    a. =IF(A1>100, "High", "Low")

    b. =COUNTIF(A1, ">100", "High", "Low")

    c. =SUMIF(A1, ">100", "High", "Low")

    d. =IF(A1<100, "High", "Low")

Answer: a. =IF(A1>100, "High", "Low")

Explanation: The formula checks if A1 is greater than 100 and returns "High" if true, otherwise "Low".

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70. How do you insert the current date into the header or footer in MS Excel?

    a. View tab → Date & Time → Insert

    b. Click the header/footer → Use the "Insert Date" option

    c. Click the header/footer → Use the "Current Date" button

    d. Use the "Text" option in the Home tab

Answer: c. Click the header/footer → Use the "Current Date" button

Explanation: The "Current Date" button in the header/footer tools allows inserting the current date dynamically.

71. What is the purpose of the "Repeat Header" feature in MS Excel?

    a. To repeat the content of the first row on each printed page

    b. To copy the header to all columns

    c. To repeat a specific text in the footer

    d. To make the header appear in every worksheet

Answer: a. To repeat the content of the first row on each printed page

Explanation: The "Repeat Header" feature ensures that specific rows (typically headers) appear at the top of each printed page.

72. How do you enable the "Repeat Header" in MS Excel?

    a. Page Layout tab → Print Area → Repeat Header

    b. View tab → Freeze Panes → Repeat Header

    c. Page Layout tab → Print Titles → Rows to Repeat at Top

    d. Insert tab → Page Layout → Repeat Header

Answer: a. Page Layout tab → Print Titles → Rows to Repeat at Top

Explanation: The "Rows to Repeat at Top" option in the Page Layout tab allows specifying which rows should appear at the top of each printed page.

73. Which option in Excel's "Page Layout" tab allows you to repeat header rows on each page?

    a. Print Area

    b. Rows to Repeat at Top

    c. Print Titles

    d. Sheet Tab

Answer: b. Rows to Repeat at Top

Explanation: This option ensures that the specified row(s) appear at the top of every printed page, making data easier to read.

74. What happens when you set a row to repeat as a header in MS Excel?

    a. The row is duplicated at the top of each printed page

    b. The row is copied into the footer

    c. The row is deleted after printing

    d. The row is automatically frozen

Answer: a. The row is duplicated at the top of each printed page

Explanation: When a row is set to repeat, it is printed at the top of every page in a multi-page document, ensuring readability.

75. Which of the following is true about the "Repeat Header" feature?

    a. It only works for the first page of the worksheet

    b. It applies to all worksheets in the workbook

    c. It repeats only the first row of data

    d. It does not work in page break preview

Answer: c. It repeats only the first row of data

Explanation: The "Repeat Header" feature ensures that only the specified row(s) are repeated at the top of printed pages, not across all worksheets.

76. How can you remove the "Repeat Header" settings in MS Excel?

    a. Page Layout tab → Print Titles → Clear Rows to Repeat at Top

    b. Right-click the header and select "Remove Repeat"

    c. View tab → Reset Header

    d. Click on the header and delete the content

Answer: a. Page Layout tab → Print Titles → Clear Rows to Repeat at Top

Explanation: The "Clear Rows to Repeat at Top" option removes the header row setting, so it no longer repeats on printed pages.

77. Which of the following is NOT a valid action when setting up a repeated header row?

    a. Select the row you want to repeat

    b. Choose "Rows to Repeat at Top" in the Print Titles section

    c. Specify the number of rows to repeat

    d. Select "Columns to Repeat at Left" for columns

Answer: c. Specify the number of rows to repeat

Explanation: Excel allows selecting specific rows for repeating, but there is no setting for specifying a fixed number of repeated rows.

78. What effect does setting "Repeat Header" have on printed documents in Excel?

    a. The header row appears on every page of the printout

    b. It automatically resizes the header

    c. It repeats the footer text at the bottom of each page

    d. It adds extra spacing between rows

Answer: a. The header row appears on every page of the printout

Explanation: This feature ensures that headers remain visible on all printed pages, improving document readability.

79. Which view must you be in to set the "Repeat Header" feature in MS Excel?

    a. Normal View

    b. Page Layout View

    c. Full Screen View

    d. Print Preview View

Answer: b. Page Layout View

Explanation: Page Layout View allows setting up print-related features, including the Repeat Header option.

80. What is the maximum number of rows you can repeat as headers in MS Excel?

    a. 1 row

    b. 2 rows

    c. Any number of rows

    d. 3 rows

Answer: c. Any number of rows

Explanation: Excel allows repeating multiple rows as headers by selecting the desired range in the "Rows to Repeat at Top" setting.