
	<b>Selvam College Of Technology, Namakkal (Autonomous) IT Support &amp; Development Training Programme (ISDTP)</b>		
<b>Worksheet -3 (MS-Excel -1)</b>			
<b>Bundle &amp; Subject Name</b>	Basic Bundle (2025) & MS-Office	<b>Semester</b>	II

### Answer Key

1. 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

**Ans: B. To insert page numbers, titles, or date info**

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

- A) Home
- B) Insert
- C) View
- D) Page Layout

**Ans: B. Insert**

3. 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

**Ans: A. To repeat the content of the first row on each printed page**

4. 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

**Ans: C. Page Layout tab → Print Titles → Rows to Repeat at Top**

5. 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

**Ans: C. Any number of rows**

6. 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

**Ans: A. To automatically format cells based on specific conditions**

7. 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

**Ans: A. Home tab → Conditional Formatting → Clear Rules**

8. Which of the following is NOT a built-in option in Conditional Formatting?

- A) Color Scales
- B) Data Bars
- C) Icon Sets
- D) Create a new worksheet

**Ans: D. Create a new worksheet**

9. What does the "Icon Sets" option in Conditional Formatting do?

- A) Applies color to the entire row
- B) Displays icons based on the cell's value, such as arrows or traffic lights
- C) Changes the font size
- D) Applies a bold font style

**Ans: B. Displays icons based on the cell's value, such as arrows or traffic lights**

10. What does the "Manage Rules" option in Conditional Formatting allow you to do?

- A) Modify or delete existing formatting rules
- B) Apply automatic borders
- C) Sort data in ascending order
- D) Insert graphs

**Ans: A. Modify or delete existing formatting rules**