Answer Key

1. What is Conditional Formatting used for in Excel?

   A) To format cells based on specific conditions

   B) To change the name of the worksheet

   C) To sort data

   D) To add new rows and columns

   Ans: A) To format cells based on specific conditions

2. Which of the following is NOT a built-in rule for Conditional Formatting in Excel?

   A) Highlight Cell Rules   B) Data Bars

   C) Color Scales   D) Remove Duplicates

   Ans: D) Remove Duplicates

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

   A) =COUNTIF(range, criteria)   B) =COUNTIF(criteria, range)

   C) =COUNTIF(range)   D) =COUNTIF(criteria)

   Ans: A) =COUNTIF(range, criteria)

4. What will the formula '=ROUNDUP(3.2, 0)' return?

   A) 3   B) 4

   C) 3.2   D) 5

   Ans: B) 4

5. In Conditional Formatting, what is the purpose of "Data Bars"?

   A) To change the color of cells based on the data

   B) To represent data visually with horizontal bars proportional to cell values

   C) To add drop-down lists to cells

   D) To highlight duplicate values in cells

   Ans: B) To represent data visually with horizontal bars proportional to cell values

6. What is the purpose of the "Color Scales" in Conditional Formatting?

   A) To color the cells based on a set range of values

   B) To format cells with a gradient of colors based on their values

   C) To show a series of colors representing different dates

   D) To highlight the top 10 values in a data range

   Ans: B) To format cells with a gradient of colors based on their values

7. How can you remove Conditional Formatting from a cell?

   A) Press the Delete key

   B) Right-click the cell and select "Clear Formatting"

   C) Go to the Conditional Formatting menu and select "Clear Rules"

   D) Press Ctrl + Z

   Ans: C) Go to the Conditional Formatting menu and select "Clear Rules"

8. Which function would you use to round a number up to the nearest integer?

   A) ROUND()   B) ROUNDUP()

   C) TRUNC()   D) CEILING()

   Ans: B) ROUNDUP()

9. Which of the following formulas will sum all values in range A1:A10 that are greater than 100?

   A) =SUMIF(A1:A10, ">100")   B) =SUM(A1:A10, ">100")

   C) =SUMIF(">100", A1:A10)   D) =SUMIF(A1:A10, "<100")

   Ans: A) =SUMIF(A1:A10, ">100")

10. Which formula would you use to count the number of cells in range B1:B20 that contain the word "Yes"?

    A) =COUNTIF(B1:B20, "Yes")   B) =COUNTIF("Yes", B1:B20)

    C) =COUNTIF(B1:B20, =Yes)   D) =COUNT(B1:B20, "Yes")

    Ans: A) =COUNTIF(B1:B20, "Yes")