



Name of the Bundle	Basic Bundle (2026)	Subject	MS-Office V2
Topic	Basic Formulas and Functions	Last updated on	27 January 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. Which operator is used to perform addition in Excel formulas?

- a. /
- b. &
- c. +
- d. \*

**Ans: c. +**

**Explanation:** The plus (+) operator adds numeric values or cell contents in a formula.

5. Which operator is used to perform multiplication in Excel?

- a. +
- b. -
- c. /
- d. \*

**Ans: d. \***

**Explanation:** The asterisk (\*) operator multiplies two or more numeric values in a formula.

6. Which operator is used for subtraction?

- a. +
- b. -
- c. /
- d. =

**Ans: b. -**

**Explanation:** The minus symbol subtracts one value from another.



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## 7. 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.

## 8. Which component is mandatory when writing an Excel function?

- a. Quotation marks
- b. Parentheses
- c. Curly brackets
- d. Square brackets

**Ans: b. Parentheses**

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

## 9. Which is the correct general function syntax in Excel?

- 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.



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10. 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.

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

- a. Comma(,)
- b. Colon(:)
- c. Dot(.)
- d. Semicolon(;)

**Ans: b. Colon(:)**

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

12. Which Excel feature helps perform calculations easily?

- a. Functions
- b. Charts
- c. Sheets
- d. Themes

**Ans: a. Functions**

**Explanation:** Functions simplify complex calculations.



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13. 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.

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

- a. =ADD(A1:A5)
- b. =TOTAL(A1:A5)
- c. =SUM(A1:A5)
- d. =PLUS(A1:A5)

**Ans: c. =SUM(A1:A5)**

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

15. 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.



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16. 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.

17. 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.

18. 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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19. 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.

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

- a. POWER()
- b. MULTIPLY()
- c. SQUARE()
- d. ROOT()

**Ans: a. 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:** 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.



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25. Which function returns the current date and time?

- a. TODAY()
- b. NOW()
- c. DATE()
- d. TIME()

**Ans: b. NOW()**

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

26. 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.

27. 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.



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28. What does the Excel formula =NOW() return?

- a. Current date only
- b. Current time only
- c. Current date and time
- d. Yesterday's date

**Ans: c. Current date and time**

**Explanation:** The NOW() function returns both the current system date and the current time.

29. Which Excel function correctly finds the average of values in cells C2 to C4?

- a. =AVERAGE(C2:C4)
- b. =AVERAGE=C2:C4
- c. =AVG(C2:C4)
- d. =MEAN(C2:C4)

**Ans: a. =AVERAGE(C2:C4)**

**Explanation:** AVERAGE uses a range inside parentheses.

30. Which of the following is the correct Excel formula for finding power?

- 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.



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31. What is the output of this function: =PROPER("ms excel")?

- a. ms excel
- b. MS EXCEL
- c. Ms Excel
- d. mS eXcel

**Ans:c.Ms Excel**

**Explanation:** The PROPER() function in Excel capitalizes the first letter of each word in a text string.

32. Which Excel function ignores text and counts only numeric values in a range?

- a. COUNT()
- b. LEN()
- c. SUM()
- d. UPPER()

**Ans:a.COUNT()**

**Explanation:** The COUNT() function in Excel counts only numeric values in a selected range of cells. It ignores text, blank cells, and logical values.