Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Working with Formulas and Data	**Last updated on**	25 September 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 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.

20. 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.