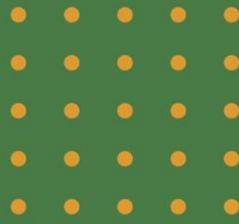


কলেজপাড়া যুব
কম্পিউটার প্রশিক্ষণ কেন্দ্র

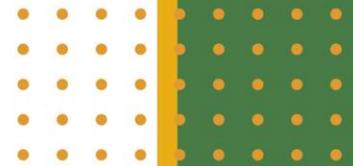


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- 1) ____ can be used as a keyboard shortcut key to check spelling in MS Excel.
A) F1
B) **F7**
C) F2
D) F12
- 2) _____ is the best alternative to MS Excel offered by Google Inc.
A) Google Slides
B) **Google Sheets**
C) Google Files
D) Google Keep
- 3) _____ is not a Function in MS Excel
A) Hyperlink
B) Countif
C) Min
D) **Avg**
- 4) _____ is the best alternative to MS Excel offered by Google Inc
A) Google Slides
B) Google Files
C) **Google Sheets**
D) Google Keep
- 5) ____ function in MS Excel worksheet represents the total number of entries in the cell
A) Sum
B) Average
C) **Count**
D) Total
- 6) ____ allows you to change or substitute input values for multiple cells (maximum up to 32). Therefore, you can view the results of different input values or different scenarios at the same time
A) Data Table
B) **Scenario Manager**
C) Manage Data Model
D) Goal Seek
- 7) A ____ feature provides a target-based result and informs the user about the changes in value in the applied formula.
A) Consolidate
B) **Solver**
C) Goal Seek
D) Scenario Manager

8) A function inside another function is called

- A) Round
- B) Sum
- C) Text
- D) **Nested**

9) Another name for a pre-programmed formula in Excel is

- A) Cell
- B) Graph
- C) **Function**
- D) Range

10) By default, excel 2016 provides how many sheets

- A) 3
- B) **1**
- C) 2
- D) 4

11) Comments can be added to cells using_____

- A) Home>Comments
- B) Insert>Comments
- C) Data>Comments
- D) **Review>Comments**

12) Concatenation of text can be done using

- A) Apostrophe
- B) Exclamation
- C) Hash
- D) **Ampersand**

13) Concatenation of text can be done using

- A) '
- B) !
- C) #
- D) **&**

14) Ctrl+D shortcut key in Excel will

- A) Open the font dialog box
- B) Apply double underline for the active cell
- C) **Fill down in the selection**
- D) None of above

15) Ctrl+R shortcut key in Excel will

- A) Right align the content of cell
- B) Remove the cell contents of selected cells
- C) **Fill the selection with active cells to the right**
- D) None of above

16) Each excel file is called a **workbook** because

- A) It can contain text and data
- B) It can be modified
- C) **It can contain many sheets including worksheets and chart sheets**
- D) You have to work hard to create it

17) Excel uniquely identifies cells within a worksheet with a cell name

- A) Call names
- B) Column numbers and row letters
- C) **Column letters and row numbers**
- D) Cell locator coordinates

18) Formulas in Excel start with _____

- A) /
- B) f
- C) -
- D) =

19) Getting data from a cell located in a different sheet is called

- A) Accessing
- B) **Referencing**

C) Updating

D) Functioning

20) How cells are named in MS excel?

- A) using rename option
- B) **using name box**
- C) simply double click on sheet name
- D) simply double click on cell and name it

21) How do you display current date and time in MS Excel

- A) Date()
- B) Today()
- C) **Now()**
- D) Time()

22) How do you go to the first cell (A1) in Excel?

- A) Alt+Home
- B) Ctrl+Page Up
- C) **Ctrl+Home**
- D) Ctrl+Shift+Home

23) How do you tell one cell from another?

- A) By Numbers
- B) By Letters
- C) **By its Address**

D) By Color

24) How many layouts are present in MS Excel

A) 2

B) 3

C) 4

D) 5

25) How to remove the unwanted action from recorded macro without recording the whole macro again

A) By using the Find Action option

B) By clicking on the Refresh button in the macro toolbar

C) **By edit the macro in the Visual Basic Editor**

D) Macro cannot be edits

26) How to restrict the values of a cell so that only whole numbers between 10 to 100 can be entered in a cell

A) Data Table

B) Advanced Filter

C) **Validation**

D) Fill Series

27) How to restrict to run a macro automatically when starting MS Excel

A) **Hold down the SHIFT key during startup**

B) Hold down the CTRL key during startup

C) Hold down the ESC key during startup

D) Hold down the ALT key during startup

28) If the cell B1 contains the formula = $\$A\1 , which of the following statements is true

A) There is a relative reference to cell A1

B) **There is an absolute reference to cell A1**

C) Further changes in value of A1 will not affect the value of B1

D) Further changes in value of B1 will not affect the value of A1

29) If the values in A1 is "Soumya" and B1 is "Das", which of the option will Return "Soumya Das"

A) A1 + " " + B1

B) A1 \$ " " \$ B1

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C) **A1 & " " & B1**

D) A1 # " " # B1

B) < and >

C) ^ and /

D) + and -

30) If you need to remove only the formatting done in a range(Data typed there should not be removed), you must

A) Home>Editing>Clear>Contents

B) **Home>Editing>Clear>Formats**

C) Home>Editing>Clear

D) Home>Editing>Remove>Formats

34) In excel, by Default Numeric Values appears in

A) Left Aligned

B) **Right Aligned**

C) Center Aligned

D) Left-Top Aligned

31) If you want to count the number of employees whose name begins with R, you can use –

A) =COUNTIF(B5:B24,R*)

B) **=COUNTIF(B5:B24,"R*")**

C) =COUNTIF(B5:B24,"R")

D) =COUNTIF(B5:B24,"*R")

35) In maximum, how many sheets can be set in workbook

A) 254

B) **255**

C) 256

D) No Limit

32) In Excel Data can be sorted using

A) **Filter**

B) Array

C) Lookup

D) Operator

36) In MS Excel spreadsheets, cells are labelled as

A) 1,2,3....

B) A,B,C....

C) **A1,B1,C1....**

D) I,II,III....

33) In Excel two common wildcard characters that Excel recognizes are

A) *** and ?**

37) In which tab wrap text feature is present in MS Excel 2016?

A) Formulas

B) View

C) Insert

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- D) **Home**
- 38) In which tab wrap text feature is present in MS Excel 2016?
- A) Formulas
B) View
C) Insert
D) **Home**
- 39) In MS Excel, the keyboard shortcut key to Open the Save As dialog box is _____
- A) Ctrl+S
B) F2
C) Ctrl+N
D) **F12**
- 40) Microsoft Excel 2016 record macro-option is available under which of the following tabs
- A) **Developer Tab**
B) Insert Tab
C) Formulas Tab
D) Data Tab
- 41) Microsoft Excel was first time launched in _____ by the Microsoft Corporation
- A) **1985**
B) 1991
C) 1995
D) 1998
- 42) MOD functions Return
- A) Answer of a Division
B) **Remainder of a division**
C) Fraction Part of the Answer
D) Real part of the answer
- 43) MS Excel 2019 has maximum column width limit is of _____ characters
- A) 256
B) 512
C) **255**
D) 128
- 44) MS Excel is a _____
- A) Database Management software
B) Presentation software
C) Wordbook software
D) **Spreadsheet Software**
- 45) MS-Excel displays the default paper
- A) Landscape
B) Flat
C) **Portrait**
D) None of these

46) Orientation option is present in which group

- A) Style
- B) Data Tools
- C) **Alignment**
- D) Cells

47) The _____ feature provides the contents of one cell from more than one sheet that can be combined in one place

- A) **Consolidate**
- B) Solver
- C) Goal Seek
- D) Scenario Manager

48) The intersection of a column and row in MS Excel worksheet is known as

- A) Row
- B) **Cell**
- C) Column
- D) Tab

49) The most common subtotal used Subtotals command is the _____ function, which causes Excel to display a sum each time the control field change

- A) ADD

B) TOTAL

C) **SUM**

D) LIST

50) The name box

- A) Shows the location of the previously active cell
- B) **Appears to the left of the formula bar**
- C) Appears below the status bar
- D) Appears below the menu bar

51) The numbers in our worksheet look like this: You want them to look like this: \$1,000. How can you accomplish this?

- A) Select Format > Money from the menu
- B) **Click the Currency Style button on the formatting toolbar**
- C) You have to retype everything and manually add the dollar signs, commas, and decimals
- D) None of these

52) To calculate the space position in the name column, you can use -

- A) **=FIND(" ",B5:B24,1)**
- B) =SEARCH(" ",B5:B24,1)

C) =AGGREGATE(" ",B5:B25,1)

D) Both a & b

B) Range

C) Cell Reference

D) **Both B and C**

53) To find the string size (number of characters) for the name column, you will use -

A) =LEN(B5:B24)

B) =SIZE(B5:B24)

C) =STRINGLENGTH(B5:B24)

D) =LENGTH(B5:B24)

57) To switch to the next Sheet, you can press

A) **Ctrl + Page Down**

B) Shift + Page Down

C) Alt+ Page Down

D) Shift+Alt+Right Arrow

54) To remove extra spaces, you can use the function

A) CODE

B) TRUNC

C) **TRIM**

D) DELETE

58) Use of Advanced Filter

A) Filter the Result as per condition and show the result in Main Table

B) To use multiple condition

C) **Filter the Result as per condition and put on the new**

Location from Main Table

D) To format the cells using condition

55) To return the remainder after a number is divided by a divisor in Excel, we use the function?

A) ROUND()

B) FACT()

C) **MOD()**

D) DIV()

59) Use of AND condition in IF Function

A) **if you need to test multiple conditions, where let's say all conditions need to be True or False**

B) if you need to test multiple conditions, where let's say one of

56) To run a Goal Seek, at least one of the values for an argument must be

A) Value

the conditions need to be True or False

C) if you need to test multiple conditions, where let's say either first one or another of the conditions need to be True or False

D) if you need to test multiple conditions, where let's say NOT of the conditions need to be True or False

60) Use of Countifs function

- A) To count all values
- B) To count values using a single condition
- C) To count only numeric values
- D) **To count values using multiple condition**

61) Use of UNIQUE Function

- A) **To Remove Duplicate values from range of Cells**
- B) To identify Duplicate values from range of Cells
- C) To Find repeated data in a range of Cells

D) To extract repeated data in a range of Cells

62) Use Solver to find an optimal (maximum or minimum) value for a formula in one cell — called the objective cell — subject to constraints, or limits, on the values of other formula cells on a worksheet

- A) Goal Seek
- B) **Solver**
- C) If Function
- D) Lookup

63) What does the NOW() function return

- A) It returns the serial number of the current date and time
- B) **It returns the current date and time**
- C) It returns the serial number of the current date
- D) None of above

64) What is the intersection of a column and a row on a worksheet called

- A) Column
- B) Value

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C) Address

D) **Cell**

65) What is the Keyboard shortcut for creating a chart from the selected cell range

A) F2

B) F4

C) F8

D) **F11**

66) What is the shortcut key to insert new sheet in workbook

A) F11

B) Alt+F11

C) **Shift+F11**

D) Ctrl+F11

67) What symbol is used before a number to make it a label?

A) *

B) =

C) _

D) '

68) What type of chart is useful for comparing values over categories

A) Pie Chart

B) **Column Chart**

C) Line Chart

D) Dot Graph

69) What will be the output if you format the cell containing 5436.8 as '#,##0.00'?

A) 5430

B) **5436.8**

C) 5437.8

D) 6.8

70) When all the numbers between 0 and 100 in a range should be displayed in red color, apply

A) Use =if() function to format the required numbers red

B) **Apply conditional formatting command on Format menu**

C) Select the cells that contain number between 0 and 100 then click red color on text color tool

D) All of above

71) When you link data maintained in an excel workbook to a word document

A) The word document cannot be edit

B) **The word document contains a reference to the original source application**

- C) The word document must contain a hyperlink
- D) The word document contains a copy of the actual data

- A) Lookup
- B) Offset**
- C) Solver
- D) Data Table

72) When you move your cursor to the bottom right corner of a cell, it turns into a plus (+) sign. This icon is known as

- A) AutoFill Tool
- B) Fill Handle**
- C) Fill Tool
- D) Drag Handle

76) Which is used to perform what if analysis

- A) Data Table
- B) Goal Seek
- C) Scenario Manager
- D) **All of above**

73) Which Function can be used to Find the Number of Females?

- A) COUNTIFS
- B) COUNTIF
- C) COUNT
- D) **Both a & b**

77) Which menu option can be used to split windows into two?

- A) Review>Window
- B) View Tab>Window Group>Split**
- C) Window>split
- D) View>Split

74) Which function is used to Merge the values of Cells

- A) Merge
- B) Unique
- C) Sum
- D) **Concatenate**

78) Which of the following chart types is used to display trends over time?

- A) Line**
- B) Bar
- C) Pie
- D) Scatter

75) Which function return a Range of Cells

79) Which of the following features allow you to narrow down the data in your worksheet?

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- A) Merge Cells
- B) Fill Handle
- C) **Filters**
- D) Sorting

80) Which of the following function will return a value of 4999

- A) ROUNDUP(4999,0)
- B) ROUND(4999,0)
- C) **ROUNDDOWN(4999,0)**
- D) B AND C

81) Which of the following function will use to find the highest number in a series of number

- A) **MAX(B2:B10)**
- B) MAXIMUM(A2:A10)
- C) LARGEST(A2:A10)
- D) HIGHEST(A2:A10)

82) Which of the following in Not one of Excel's What-If function

- A) Goal Seek
- B) **Data Table**
- C) Scenario Manager
- D) Solver

83) Which of the following is correct?

- A) =POWER(2^3)

- B) **8**
- C) =POWER(2#3)
- D) =POWER(2*3)

84) Which of the following is not a valid function in MS Excel

- A) SUM()
- B) COUNT()
- C) **SUBTRACT()**
- D) COUNTA()

85) Which of the following is not a way to complete a Cell entry

- A) Pressing enter
- B) Pressing any arrow key on the keyboard
- C) Clicking the enter button on the Formula bar
- D) **Pressing spacebar**

86) Which of the following is not the correct method of editing the cell content?

- A) **Press the Alt key**
- B) Press the F2 key
- C) Click in the formula bar
- D) Double click in the cell

87) Which of the following series type is not valid for fill Series dialog box?

- A) Linear
- B) Growth
- C) Autofill
- D) **Time**

88) Which of the following shortcuts can be used to insert a new line in the same cell

- A) Enter
- B) **Alt+Enter**
- C) Ctrl+Enter
- D) Shift+Enter

89) Which one is not a function in Excel

- A) Proper
- B) Average
- C) Count
- D) **Clear**

90) Which option allows you to Bold all the negative values within the selected cell range

- A) Zero Formatting
- B) **Conditional formatting**
- C) Compare Formatting
- D) Negative Formatting

E)

91) You can open the sort dialog box by choose sort from the ____ menu

- A) **Data**
- B) Format
- C) Tools
- D) View

92) You can set Page Border in Excel from

- A) From Border tab in Format Cells dialog box
- B) From Border tool in Formatting toolbar
- C) From Line style tool in Drawing toolbar
- D) **You cannot set page border in Excel**

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