



spardhaguru2022



Spardhaguru Current affairs



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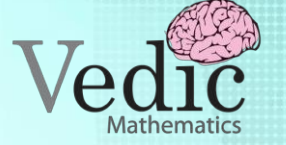
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1) MS Excel stands for _____

- A) Micromax Excel
- b) Management Excel
- c) Microsoft Excel
- d) Microsoft Excess

2) MS Excel is a _____.

- a) Database Management software
- b) Presentation software
- c) Workbook software
- d) Spreadsheet software

3) _____ is the best alternative to MS Excel offered by Google Inc.

- a) Google Slides
- b) Google Sheets
- c) Google Files
- d) Google Keep

4) Free online version of MS excel is known as _____

- a) Office for the web
- b) Excel Mobile
- c) Word Mobile
- d) Excel for the web

5) Microsoft Excel 2019 has column limit of _____

- a) 13684
- b) 16384
- c) 18634
- d) 84163

6) MS Excel 2019 has row limit of _____

- a) 1,048,576
- b) 4,81,0576
- c) 16384
- d) 1,57,648

7) MS Excel 2019 has maximum column width limit is of _____ characters

- a) 256
- b) 512
- c) 255

d) 128

8) Microsoft Excel was first time launched in _____ by the Microsoft Corporation

- a) 1985
- b) 1991
- c) 1995
- d) 1998

9) Formulas in Excel start with _____

- a) /
- b) f
- c) -
- d) =

10) _____ is a free lightweight version of MS Excel available as part of Office on the web.

- a) Excel for the web
- b) Excel Mobile
- c) Office Mobile
- d) MS Access for Web

11) MS Excel file can NOT be directly exported as _____

- a) PDF
- b) TXT
- c) PPT
- d) CSV

12) A file that contains one or more worksheets to organize data is known as _____

- a) Workbook
- b) Excelbook
- c) Datasheet
- d) Spreadsheet

13) 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





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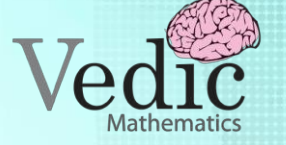
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14) The intersection of a column and a row in MS Excel worksheet is known as _____

- a) Row
- b) Cell
- c) Column
- d) Tab

15) In Microsoft Excel spreadsheets, rows are labelled as _____

- a) 1,2,3,.....
- b) A,B,C,....
- c) A1,B1,C1....
- d) I,II,III,.....

16) In Microsoft Excel spreadsheets, COLUMNS are labelled as _____

- a) 1,2,3,.....
- b) A,B,C,....
- c) A1,B1,C1....
- d) I,II,III,.....

17) In Microsoft Excel spreadsheets, CELLS are labelled as _____

- a) 1,2,3,.....
- b) A,B,C,....
- c) A1,B1,C1....
- d) I,II,III,.....

18) Excel is a ____ program developed by Microsoft.

- a) Spreadsheet
- b) Document
- c) Data management
- d) All of the above

19) What is the extension of a Microsoft Excel file?

- a) msxcl
- b) xcl
- c) xlsx
- d) xlsm

20) What is the default file name of Microsoft Excel file?

- a) Workbook.xlsx

- b) Workbook1.xlsx
- c) Worksheet.xlsx
- d) Worksheet1.xlsx

21) Shortcut key CTRL + D is used to ____.

- a) Open font dialog box
- b) Open format cells dialog box
- c) Shift current cell's value in the right cell
- d) Fill down in the selection

22) Microsoft Excel is used for?

- a) Analysis
- b) Data Entry
- c) Data Management
- d) All of the above

23) What is the collection of worksheets called?

- a) Ledger
- b) Book
- c) Testbook
- d) Workbook

24) The total number of rows in a worksheet?

- a) Unlimited
- b) 65,535
- c) 1,048,576
- d) 1,068,576

25) The total number of columns in a worksheet?

- a) 26
- b) 256
- c) 12,834
- d) 16,384

26) What is the column width in a worksheet?

- a) 26 characters
 - b) 128 characters
 - c) 255 characters
 - d) 256 characters
- Answer: C) 255 characters

27) The total number of characters that a cell contains is?





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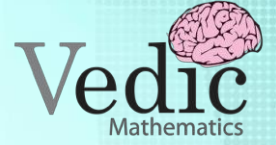
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- a) 32,767 characters
- b) 32,768 characters
- c) 65,535 characters
- d) 1,32,767 characters

28) How many hyperlinks can be there in a worksheet?

- a) 32,767
- b) 32,768
- c) 65,530
- d) 65,535

29) How many times undo levels can be used in a worksheet?

- a) 25
- b) 50
- c) 75
- d) 100

30) How many users can open the Excel file at the same time?

- a) 64 users
- b) 128 users
- c) 256 users
- d) 512 users

31) The intersection of a column and a row in a worksheet is called ____.

- a) Box
- b) Cell
- c) Range
- d) Page Break

32) The fill function can be ____ to complete formulas in a range.

- a) Single clicked
- b) Double-clicked
- c) Triple clicked
- d) Right clicked

33) Which logical function returns TRUE if all arguments evaluate TRUE; FALSE if not?

- a) OR

- b) AND
- c) IF
- d) ANDIF

34) Which logical function returns TRUE if one or more arguments evaluates to TRUE; FALSE if all arguments evaluate to FALSE?

- a) OR
- b) AND
- c) IF
- d) ANDIF

35) The Excel ____ function returns the Boolean value FALSE.

- a) TRUEFALSE(0)
- b) FALSE()
- c) Both of the above
- d) There is no such function

36) What is the correct syntax of IF() function?

- a) =IF (logical_test, {[value_if_true]}, {[value_if_false]})
- b) =IF (logical_test, TRUE([value_if_true]), FALSE([value_if_false]))
- c) =IF (logical_test; [value_if_true], [value_if_false])
- d) =IF (logical_test, [value_if_true], [value_if_false])

37) Which function is used to trap and handle errors?

- a) IFERROR()
- b) ERROR()
- c) IFNA()
- d) IFTRAP()

38) Which function is used to trap and handle #N/A errors?

- a) IFERROR()
- b) ERROR()
- c) IFNA()
- d) IFERRORNA()

38) Which function is used to get a date n working days in the future or past?





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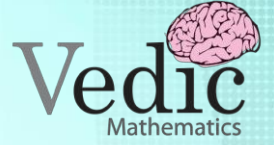
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- a) WORKDAY()
- b) DAY()
- c) WORKDATE()
- d) DAYM()

39) Which function is used to match multiple values and returns the first match?

- a) IF()
- b) IFS()
- c) IIF()
- d) SWITCH()

40) Which function is used to create a date with year, month, and day?

- a) DATE()
- b) DATEDIF()
- c) DATEVALUE()
- d) CURDATE()

41) Which function is used to get days, months, or years between two dates?

- a) DATE()
- b) DATEDIF()
- c) DATEVALUE()
- d) CURDATE()

43) What is the keyboard shortcut to insert a SUM formula in MS Excel?

- a) CTRL + =
- b) ALT + =
- c) ALT + S
- d) CTRL + ALT + =

44) What is the keyboard shortcut to switch between open Excel windows?

- a) CTRL + TAB
- b) ALT + TAB
- c) CTRL + ALT + TAB
- d) None of the above

45) What is the keyboard shortcut to display the Format Cells dialog box in MS Excel?

- a) CTRL + F

- b) ALT + 1
- c) CTRL + SHIFT + F
- d) CTRL + 1

46) What is the keyboard shortcut to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel?

- a) CTRL + SHIFT + C
- b) CTRL + ALT + "
- c) CTRL + SHIFT + "
- d) ALT + SHIFT + "

47) What is the keyboard shortcut to copy a formula from the cell above the active cell into the cell or the Formula Bar in MS Excel?

- a) CTRL + '
- b) ALT + '
- c) CTRL + ALT + '
- d) CTRL + SHIFT + F

48) What is the keyboard shortcut to view formulas instead of values in MS Excel?

- a) CTRL + `
- b) ALT + `
- c) CTRL + ALT + `
- d) CTRL + SHIFT + F

49) Which symbol is used to specify the fixed columns or rows in the formula?

- a) =
- b) *
- c) \$
- d) %

50) The currently selected cell address is displayed in ____.

- a) Name Box
- b) Formula Bar
- c) Both A and B
- d) None of the above

