

## Sample Questions

### MS Excel

1. What do the tabs 1 and 2 represent in the given image?



- a. 1-Logical functions, 2-Text functions
- b. 1-Help function, 2-Thesaurus
- c. 1-Logical function, 2-Thesaurus
- d. 1-Help function, 2-Text functions

2. What would be the outcome when the formula '=MAX(A1:A4,100)' is executed on the data as given in the image?

	A
1	10
2	20
3	30
4	test
5	

- a. 10
- b. 30
- c. Test
- d. 100

3. Which of the following is NOT an alignment tool?

- a. Wrap text
- b. Indent
- c. Merge and center
- d. Consolidate

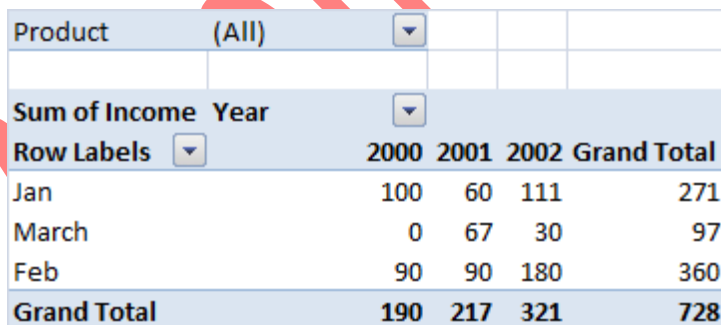
4. What does FALSE refer to in the formula VLOOKUP(E93,E87:F93,2,FALSE)?

- a. Exact match
- b. Approximate match
- c. Cumulative value
- d. Non-cumulative value

5. Cell B9 contains the value '3' and B10 contains the value '6'. You select both the cells and drag the fill handle down to B13. The contents of cells B11, B12, and B13 will be \_\_\_\_\_.

- a. 3, 6, 3
- b. 7, 8, 9
- c. 9, 12, 15
- d. 6, 6, 6

6. What does the image represent?



Product	(All)				
Sum of Income	Year				
Row Labels		2000	2001	2002	Grand Total
Jan		100	60	111	271
March		0	67	30	97
Feb		90	90	180	360
<b>Grand Total</b>		<b>190</b>	<b>217</b>	<b>321</b>	<b>728</b>

- a. Pivot table inserted
- b. Filters applied
- c. Advanced filter applied
- d. Vlookup table inserted

7. When we use 'fill' effect in the 'format cells' dialog box, we CANNOT \_\_\_\_\_.

- a. rotate text on the chart
- b. select a foreground color
- c. select a pattern
- d. select a background color

8. The given image shows billing format for customers at XYZ mart in Excel. 'IDs.docx' is a word file that contains customers' names and IDs. What can be done for a quick reference of customer ID from the word file?

	A	B	C	D	E	F
1	<b>Statement</b>					
2					Bill To:	
3	Statement #:				Name	
4	Date:				Address	
5	Customer ID:				City	
6					State	
7					Attn:	
8						
9	Date	Type	Invoice #	Amount	Payment	Balance
10						
11						

- a. Create hyperlink
- b. Use Vlookup
- c. Create pivot table
- d. Use text function

9. Which of the following statements is NOT true regarding protection of a worksheet in Excel?

- a. Specific cells or ranges can be locked
- b. Only the entire worksheet can be locked
- c. It allows specific users to edit changes in the worksheet
- d. All cells are locked by default when the worksheet is protected

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