QUESTION OPTION 1 OPTION 2 OPTION 3 OPTION 4 CORRECT

Certificate in Advance Excel:

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| --- | --- | --- | --- | --- | --- | --- |
| 1 | To open new sheet, press: | Alt+R | Alt+V | ALT+F11 | SHIFT+ENTER | ALT+F11 |
| 2 | The interaction between row and a column is called | Cell | Column | Address | Value | **Cell** |
| 3 | What type of chart is useful for comparing values over categories? | Pie Chart | Column Chart | Line Chart | Dot Graph | **Column Chart** |
| 4 | Which function in excel tells how many numeric entries are there? | NUM | COUNT | SUM | CHKNUM | **COUNT** |
| 5 | A feature that displays only the data in column (s) according to specified criteria: | Formula | Sorting | Filtering | Pivot | **Filtering** |
| 6 | Statistical calculations and preparation of tables and graphs can be done using: | Adobe Photoshop | Excel | Notepad | Power Point | **Excel** |
| 7 | Function in Ms-Excel must begin with: | () | = | + | > | **=** |
| 8 | Which function in Excel checks whether a condition is true or not? | SUM | COUNT | IF | AVERAGE | **IF** |
| 9 | In Excel, columns are labelled as: | A,B,C etc | 1,2,3 etc | A1, A2, etc | $A$1,$A$2, etc | **A,B,C etc** |
| 10 | The greater then sign (>) is an example of \_\_\_\_\_\_ operator. | Arithmetic | Logical | Conditional | Greater | **Logical** |
| 11 | To show trends or changes over time we use: | Pie chart | Column chart | Line chart | Dot graph | **Line chart** |
| 12 | The process of arranging the items of a column in some sequence or order is known as: | Array | Autofill | Sorting | Filtering | **Sorting** |
| 13 | Which Ms-excel feature quickly completes a series of data? | Auto complete | Auto fill | Fill handle | Sorting | **Auto fill** |
| 14 | \_\_\_\_ chart is useful for comparing parts of a whole. | Pie Chart | Column Chart | Line Chart | Dot Graph | **Pie Chart** |
| 15 | In Excel, rows are labelled as: | A,B,C etc | 1,2,3 etc | A1,A2 etc | $A$1,$A$2, etc | **1,2,3 etc** |
| 16 | What do you use to create a chart? | Pie Wizard | Excel Wizard | Data Wizard | Chart Wizaed | **Chart Wizaed** |
| 17 | What type of chart is good for single series of data? | Column Chart | Line Chart | Pie Chart | Cone Chart | **Pie Chart** |
| 18 | The basic unit of a worksheet into which you enter data in excel is called a: | Cell | Table | Box | Column | **Cell** |
| 19 | How many sheets are there, by default, when we create a new excel file? | 1 | 3 | 5 | 10 | **3** |
| 20 | In Excel, which one denoted a range from B1 through E5? | B1-E5 | B1:E5 | B1 to E5 | B1$E5 | **B1:E5** |
| 21 | An Excel file is generally called: | E-Spreadsheet | Worksheet | Workbook | Sheet | **Workbook** |
| 22 | It is a collection of data that is stored electronically as a series of records in a table: | Spreadsheet | Presentation | Database | Ms-Word | **Database** |
| 23 | What type of chart will you use to compare performance of sales of two products? | Column Chart | Line Chart | Pie Chart | Both Column and Line Chart | **Column Chart** |
| 24 | Which of the following methods cannot be used to edit the content of cell? | Pressing Alt key | Clicking the formula bar | Pressing F2 | Double clicking the cell | **Pressing Alt key** |
| 25 | What function displays row data in a column or column data in a row? | Hyperlink | Index | Transpose | Rows | **Transpose** |
| 26 | When you insert an excel file into a word document, the data are: | Hyperlinked | Placed in a word table | Linked | Embedded | **Placed in a word table** |
| 27 | The macro option is present in: | Insert tab | View tab | Format tab | Data tab | **View tab** |
| 28 | The consolidate option can be viewed from: | Data | Format | Insert | Tools | **Data** |
| 29 | Each excel file is called a workbook because: | It can contain text and data | It can be modified | It can contain many sheets including worksheets and chart sheets | You have to work hard to create it | **It can contain many sheets including worksheets and chart sheets** |
| 30 | How are data organized in a spreadsheet? | Lines and Spaces | Layers and planes | Rows and columns | Height and width | **Rows and columns** |
| 31 | VLOOKUP stands for: | Vision Lookup | Vertical Lookup | Very Lookup | Vector Lookup | **Vertical Lookup** |
| 32 | A function inside another function is called: | Nested | Round | If | Sum | **Nested** |
| 33 | Which of the following comes under "Whatif Analysis"? | Scenario Manager | Consolidate | Advanced Filter | Macros | **Scenario Manager** |
| 34 | Conditional Formatting is found in: | Home | Insert | Data | View | **Home** |
| 35 | Hyperlink option is found in: | Insert | Home | Data | View | **Insert** |
| 36 | Default Excel Cell Width is: | 64 pixels | 48 pixels | 72 pixels | 42 pixels | **64 pixels** |
| 37 | Which of the cell pointer indicates that you can make selection? | Doctor's Symbol | Small thin Plus icon | Mouse pointer with tip | None  | **Doctor's Symbol** |
| 38 | Which of the cell pointer indicates that you can fill series? | Doctor's Symbol | Small Thin plus icon | Mouse Pointer with anchor at the tip | None of the above | **Small Thin plus icon** |
| 39 | Which function calculates your monthly mortage payment? | PMT (payments) | NPER (number of periods) | PV (present value) | None  | **PMT (payments)** |
| 40 | Which of the following methods can not be used to enter data in a cell? | Pressing an arrow key | Pressing the tab key | Pressing the Esc key | Clicking the enter button to the formula bar | **Pressing the Esc key** |