Sample Questions for MS Excel for Data Analyst Examination

1.While printing, the default header for a worksheet is

1.User name

2.Date and Time

3.Sheet tab Name

4.None of These

2/What is the quickest way to select the entire worksheet

1.Choose Edit -> Select All from the menu

2.Click on the First Column, press Ctrl, and then click last column

3.Click on the First Column, press Shift, and then click last column

4.Click on the rectangle box on the upper left corner where column headings and row headings meet

3.Which of the following option is not available in Paste Special dialog box?

1.Add

2.Subtract

3.Square Root

4.Divide

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4.What is the combination of keys required to come back to the top of the worksheet?

1.Page Up (Pg Up)

2.Alt and Page Up

3.CTRL and Home

CTRL and left arrow

5.If you copy the formula =$B38 into another cell, the result will be:

1.The column part will remain the same

2.The row part will remain the same

3.Both the column and row will remain the same

4.Both will change

6.What is the quick way to return to a specific area of a worksheet?

1.Using Mouse

2.Using keyboard shortcuts

3.Using Charts

4.Name Box

7.This option allows user to save excel files on cloud and collaborate on real-time

1.File -> Share

2.Data -> Share

3.File -> Present

4.Data -> Share On line

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8.You can group non-contiguous worksheets with

1.The Alt + Enter key

2.The Ctrl key and mouse

3.The Shift key and mouse

4.The Group button on standard tool bar

9.Getting data from a cell located in a different sheet is called

1.Accessing

2.Updating

3.Referencing

4.Functioning

10.Pressing the "Delete" key from keyboard will clear

1.Format Only

2.Contents Only

3.Both Contents and Format

4.None of These

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11.To protect a worksheet, you can choose Protect Sheet from the ….. Menu

1.Edit

2.Data

3.Review

4.Tools

12.When you select a range, which cell becomes the Active cell?

1.Last Cell in the range

2.First Cell in the range

3.Last cell of first column

4.Last cell of the last column

13.What does a red triangle at the top right of a cell indicates?

1.Formula is associated with the cell

2.Chart is associated with the cell

3.Comment is associated with the cell

4.Some Error in the cell

14.To move to the previous worksheet and to next sheet, what keys will you press?

1.Ctrl+Pg Up and Ctrl+Pg Dn

2.Alt+Pg Up and Alt+Pg Dn

3.Shift+Pg Up and Shift+Pg Dn

4.All of the Above

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15.Which of the following is invalid regarding the Protection in Excel?

1.Protect Sheet

2.Protect Chart

3.Protect Workbook

4.None of These

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<u>Correct Answers</u> :

1. 4
2. 4
3. 3
4. 3
5. 1
6. 4
7. 1
8. 2
9. 3
10. 2
11. 3
12. 2
13. 3
14. 1
15. 2