

Computer skills quiz

Excel sessions

From Session 14 to 19

This quiz from 134 questions , this file includes all questions , I have checked all answers

This file is personal effort from student

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EXCEL222 Menu

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A **Spreadsheet** is an application program used to organize and store data in a tabular form.

True

False

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A **Spreadsheet** consists of rows and columns; used to manipulate data and perform calculations using mathematical formulas and functions.

True

False

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The **Spreadsheet** program is used to generate sales figures, sales taxes, commissions, corporate budgeting, etc.

True

False

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The **Start Screen** of Excel 2016 appears with a list of recently used files and available templates.

True

False

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A **Worksheet** or a Sheet consists of cells organized into rows and columns.

- True
- False

SUBMIT ANSWER

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The intersection of a row and a column in a worksheet is called a **Cell**.

- True
- False

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An **Active cell** is the currently selected cell; which is recognized by its green outline.

- True
- False

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A **row number** identifies a specific worksheet row and appears along the left side of the worksheet

- True
- False

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To the left of the formula bar is the _____, which identifies the selected cell, chart or other objects on the worksheet.

- A Sheet Tab
- B Name box
- C Status Bar
- D Tell Me Box

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Each cell has **cell address** identified by column letter and the row number.

- T True
- F False

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It displays the contents of the active cell and is mainly used to enter a formula to calculate cell data

- A Name Box
- B Formula Bar
- C Sheet Tab
- D Status Bar

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The horizontal bar at the bottom of the worksheet, below the sheet tabs, is the **status bar**.

- T True
- F False

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By default, **status bar** contains View Buttons, Zoom Slider and Zoom Button.

- True
- False

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_____ is the real time-saver, which helps you to instantly create charts, apply conditional formatting, table styles and quickly calculate data.

- A Name Box
- B Formula Bar
- C Quick Analysis Tool
- D Sheet Tabs

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A **workbook** is simply an Excel file that contains one or more worksheets and you can create a workbook from a template or start with a blank workbook

True

False

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The _____ are predesigned workbooks that help you to create new workbooks with special formatting already available.

A Sheets

B Templates

C Blank Workbooks

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Excel workbook is saved with the extension “.xlsx”.

- True
- False

SUBMIT ANSWER

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You can **double click** on the boundary between column headers to automatically resize the column to fit the cell contents.

- True
- False

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In Excel 2016, a workbook contains only one worksheet by default

True

False

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A worksheet can only be deleted if the workbook contains more than one worksheet.

True

False

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The _____ is the cell background color used to highlight the cells

A Font Color

B Fill color

C Sheet color

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While organizing your data, you can apply borders to clearly separate data from surrounding cells.

T True

F False

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The **Format Cells dialog box** is used to apply a combination of various formatting options to the selected cells such as font, font size or font color.

True

False

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An Excel 2016 workbook is a collection of _____.

A Documents

B Worksheets

C Templates

D Pictures

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The keyboard shortcut to insert a new Worksheet _____.

- A Shift + F1
- B Ctrl + N
- C Shift + F11
- D Shift + F6

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You can use **Hide** option to make a worksheet invisible from workbook.

- T True
- F False

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SESSION 15
Excel aligns text to the left position and numbers to the right position of the cell, by default.

True
 False

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The _____ determines the position of the data within a cell relative to the left and right borders of the cell.

A Vertical alignment
 B Horizontal alignment
 C Left Alignment
 D Right alignment

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The _____ determines the position of the data within a cell relative to the top and bottom borders of the cell.

- A Horizontal alignment
- B Left Alignment
- C Vertical alignment
- D Right alignment

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The _____ command is used to rotate cell contents diagonally or vertically.

- A Orientation
- B Wrap Text
- C Merge

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You can use _____ command to display long text into multiple lines so that you can see all of it.

- A Orientation
- B Wrap Text
- C Merge

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The _____ command combines selected cells into one larger cell and centers the contents

- A Merge and Center
- B Orientation
- C Wrap Text
- D Border

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The _____ box allows you to choose a format for the data such as Currency, Accounting, Date, Percentage etc.

- A Name
- B Number Format
- C Formula
- D Wrap Text

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You can choose different number formats to change the appearance of a number without changing the number itself.

- T True
- F False

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By default, Excel 2016 displays _____ decimal places for Currency, Percentage and Number format.

- A two (2)
- B three(3)
- C Five(5)
- D One (1)

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This command is used to apply different formatting styles to a range of cells that meet specified conditions.

- A Format as Table:
- B Cell Styles
- C Conditional Formatting

SUBMIT ANSWER



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A **tab color** applied to worksheet tabs, help you to identify different worksheets in a workbook.

- True
- False

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You can use the Border command to apply **Borders** to the selected range of cells.

- True
- False

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When you merge two or more adjacent horizontal or vertical cells into one cell, the cell is displayed across multiple columns or rows.

True

False

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A column containing prices of different items is better displayed by applying a _____ such as \$, SAR etc.

A Percentage(%)

B Currency symbol

C Number

D Text

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A column containing Percentage of different numbers is better displayed by applying a _____ symbol.

- A Percentage (%)
- B Currency symbol
- C Number
- D Text

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The default Currency format is \$ symbol. You can apply different currency symbols such as SAR, from format cells dialog box of Number Group

- T True
- F False

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This command is used to quickly format a range of cells and convert it to a table, by choosing a pre-defined table style.

- A Format as Table
- B Cell Styles
- C Conditional Formatting

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The _____ command is used to apply colors, data bars or icon sets to the cells containing values that meet specific criteria or condition

- A Format as Table
- B Cell Styles
- C Conditional Formatting

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By applying conditional formatting to your data, you can quickly identify variations in a range of values with a quick glance.

True

False

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You can quickly sort or filter data and resize the table using the Sizing Handle.

True

False

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To make your important data stand out in a worksheet, you can apply a colorful cell style

True

False

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A _____ is a set of formatting characteristics, such as a font, font size, cell border and cell shading.

A Format as Table

B cell style

C Conditional Formatting

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Cell Styles allow you to apply several formatting styles in one step and ensures that cells have consistent formatting.

True

False

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The commands of the _____ group enable you to insert, delete and format cells, rows, columns or worksheets

A Editing

B Cells

C Allignment

D Font

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This command in the Cells group is used to add new cells, rows, columns and worksheets to your workbook.

- A Edit
- B Insert
- C Format
- D Delete

SUBMIT ANSWER



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This command in the Cells group is used to remove cells, rows, columns and worksheets from your workbook.

- A Edit
- B Insert
- C Format
- D Delete

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This command in the Cells group is used to resize rows and columns as well as organize and protect your worksheets

- A Insert
- B Edit
- C Format
- D Delete

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EXCEL222 Menu

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You cannot insert single or multiple rows wherever you want in a worksheet

- T True
- F False

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In MS Excel 2016, the new row is inserted above the selected row in the worksheet.

True

False

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To insert multiple rows at a time, you need to select equal number of rows from the worksheet

True

False

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The new column is inserted to the left of the selected column.

- True
- False

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For inserting multiple cells at a time, you need to select equal number of cells in the worksheet. The new cells are inserted to the left or above selected cells.

- True
- False

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You can specify row height from 0 to 409 points and column width from 0 to 255 characters

- True
- False

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This Command is used to quickly calculate sum of data in contiguous cells

- AutoSum
- Filter
- Fill
- Format

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This Command is used to fill the selected cells with the contents of adjacent cells.

- A AutoSum
- B Filter
- C Fill
- D Format

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This Command is used to organize your data in an order or filter out data to display only the specific data you want.

- A AutoSum
- B Sort and Filter
- C Filter
- D Fill

SUBMIT ANSWER



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To use AutoSum command, you need to select the blank cell next to the numbers in a row or a column.

- True
- False

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To use AutoSum command, you need to select the blank cell next to the numbers in a row or a column

- True
- False

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Excel's _____ feature is used to copy the contents or formula of a cell to the adjacent cells

- A AutoFill
- B Sort
- C Filter
- D Style

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While using AutoFill feature, you can use the **Fill handle**, which is a small square in the lower-right corner of the selected cells.

- T True
- F False

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To AutoFill a series of numbers, you need to enter numbers in at least two cells and select both cells.

- True
- False

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A **formula** is an expression that performs calculations on data in the cells

- True
- False

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A _____ uses arithmetic operators like +, -, *, /, %, to perform addition, subtraction, multiplication, division and percentage respectively

- A formula
- B sentence
- C alignment

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In Excel 2016, a formula begins with an equal to (=) sign.

- T True
- F False

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EXCELZZZ

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You can use the _____ command to fill the selected cells with the contents of an adjacent cell or range of cells.

- A Sort
- B Edit
- C Fill
- D Filter

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EXCELZZZ

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The _____ command allows you to view specific rows in a worksheet, while hiding the other rows that do not meet the specified filtering criteria

- A Sort
- B Edit
- C Fill
- D Filter

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When you apply Filter command, Filter Controls appear to header cell of the columns

- True
- False

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You can use the Filter Controls on a column to specify the criteria for filtering the data in the column.

- True
- False

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Sorting allows you to arrange the data in an order to quickly visualize and understand it better.

- True
- False

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A _____ is a graphical representation of data, used to communicate information in an easy to understand and attractive manner

- A Sort
- B Chart
- C Fill

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Charts are especially helpful to illustrate the workbook data graphically, which makes it easy to visualize comparisons.

True

False

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In an Excel 2016 chart, the data series is represented by _____, such as columns in a column chart, bars in a bar chart or lines in a line chart.

A Fill points

B data points

C Sort points

D Edit points

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It is the entire area of the chart, which encompasses all the chart elements.

- A Plot area
- B Chart area
- C data points
- D Chart title

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The actual chart area where the data is graphically plotted in the chart is the_____.

- A Plot area
- B Chart area
- C Data points
- D Chart title

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They represent the data series that are plotted in the chart.

- A Plot area
- B Chart area
- C Chart title
- D Data points

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Legend shows which color represents what data in the chart.

- T True
- F False

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This Chart type displays categories along the horizontal axis and values along the vertical axis.

A Column Chart

B Line chart

C Pie Chart

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You can create a chart for the data you have arranged in rows or columns in a worksheet.

T True

F False

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They appear to the upper-right corner of the chart and enable you to quickly format the inserted chart.

- A Data Points
- B Chart Buttons
- C Labels

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This button is used to add, remove and change chart elements such as title, axis, legend, grid-lines etc.

- A Chart Styles Button
- B Chart Elements Button
- C Chart Filters Button

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Chart Filters Button is used to select the data points to be visible on your chart.

- True
- False

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When you insert a new chart, it is placed on the same worksheet that contains its source data

- True
- False

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The _____ command enables you to move the chart to a separate chart sheet or a worksheet which helps you to keep your workbook organized.

A Change chart

B Move Chart

C Replace chart

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The _____ command helps you to add, remove or change chart elements such as Chart Title, Axes, Data Labels, etc.

A Change Chart type

B Add Chart Element

C Move Chaer

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A **Column Chart** typically displays the categories along the Horizontal (category) Axis and the values along the Vertical (value) Axis.

True

False

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The _____ make a chart easier to understand by showing the actual data values on its individual data points which help you to quickly identify variations in a data series of the chart

A Points

B Chart Title

C Data Labels

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By default, the data labels are linked to values in the worksheet, and gets updated automatically when the values are changed.

True

False

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Change Chart Type command enables you to change your existing chart to a different Chart Type

True

False

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_____ is a range of cells that you select to print when you do not want to print the entire data of the worksheet.

A Grid area

B Plot area

C Print area

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You can use **Print Titles command** to specify the rows to be printed at the top or columns to be printed at the left of each page

T True

F False

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Gridlines are the faded lines that appear around the cells to distinguish them on the worksheet.

- True
- False

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These functions are used to test for a condition to evaluate it as true or false and includes functions such as AND, FALSE, IF, NOT, OR, TRUE, etc.

- A Logical Functions
- B Math Functions
- C Trig Functions
- D Text Functions

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These functions are used to manipulate text strings and includes functions such as CHAR, LEN, LOWER, PROPER, TEXT, UPPER, etc.

- A Logical Functions
- B Trig Functions
- C Math Functions
- D Text Functions

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These functions perform arithmetic operations, conditional sum, exponents & logarithms, and the trigonometric calculations. It includes the functions such as SUM, SUMIF, LOG, COS, SIN, etc.

- A Logical Functions
- B Text Functions
- C Math & Trig Functions

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Each function in Excel has a specific **syntax**, i.e. a set of rules associated with it

- True
- False

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A Function has an Equal to Sign (=), Function name and Argument list, which is enclosed within parentheses.

- True
- False

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The _____ function calculates the sum of values contained in a range of cells

- A AVERAGE
- B SUM
- C COUNT
- D MAX

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A _____ in Excel 2016 is a preset or inbuilt formula that performs calculations automatically

- A Table
- B Function
- C Style
- D Chart

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The _____ function is used to calculate the average of the values contained in a range of cells.

- A SUM
- B AVERAGE
- C COUNT
- D MAX

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It calculates the sum of the specified values and then divides the sum by the count of those values.

- A SUM
- B COUNT
- C MAX
- D AVERAGE

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The _____ function counts the number of cells in a range that contain numbers only.

- A MAX
- B COUNT
- C COUNTA
- D SUM

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The _____ function counts the number of cells in a range that are not empty i.e. it counts cells with text and numbers but does not count empty cells.

- A COUNT
- B COUNTA
- C MAX
- D SUM

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The **MAX** function is used to calculate the largest or maximum value in the selected range of cells.

- True
- False

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The **MIN** function is used to calculate the largest or maximum value in the selected range of cells.

- True
- False

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The **LOWER** function is used to convert the text to lowercase i.e. small letters.

True

False

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The commands of _____ group allow you to change the Sheet Direction, show/hide/print the Gridlines and Headings of columns and rows.

A Function Library

B Sheet Options

C Alignment

D Page Setup

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If the column & row headings start from top left of the worksheet and you want to change the sheet direction from right to left, you can use the _____command

- A Sheet Left-to-Right
- B Sheet-Left
- C Sheet Right-to-Left

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By default, Excel 2016 does not print the Gridlines and the Headings of columns and rows that you see on screen

- T True
- F False

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The _____ function is used to calculate the number of characters in a text string including spaces.

A COUNT

B MAX

C LEN

D SUM

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The _____ function capitalizes the first letter of each word of a text string and changes all other letters to lowercase.

A PROPER

B COUNT

C MAX

D LEN

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The _____ function returns one value if a specified condition evaluates to TRUE, or another value if it evaluates to FALSE.

- A SUM
- B IF
- C COUNT
- D MAX

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The **SUMIF** function is used to add the values in a range that meets specified criteria

- T True
- F False

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The _____ function counts the number of cells within a range that meets specified criteria

A COUNT

B COUNTIF

C SUM

D SUMIF

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If you want to calculate the number of students present or absent on a particular date, COUNTIF function is helpful.

T True

F False

SUBMIT ANSWER

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When Excel 2016 cannot properly evaluate a formula or a function, it displays an **Error**.

True

False

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The _____ group enables you to check the worksheet for errors and accuracy.

A Function Library

B Formula Auditing

C Editing

D Alignment

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The _____ command is used to display the actual formula or function applied to a cell instead of the resulting value.

- A Show Formulas
- B Error Checking
- C AutoSum
- D Formula

SUBMIT ANSWER



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You can use the keyboard shortcut Ctrl + ~ (grave accent key-above the Tab key) to quickly switch between formulas view and their results.

- T True
- F False

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The _____ command helps you to check for common errors that occur when using formulas or functions.

- A Show Formulas
- B Error Checking
- C Editing

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This command shows you the cells containing the error, the type of error and other error information.

- A Error Checking
- B Show Formulas
- C Editing

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In the _____, the cell reference automatically change when the formula is copied across a column or a row.

- A Absolute cell reference
- B Relative cell reference
- C Mixed cell reference
- D Multiple sheet reference

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An _____ is fixed i.e. the cell reference do not change when you copy a formula from one cell to another cell.

- A Absolute cell reference
- B Relative cell reference
- C Mixed cell reference
- D Multiple sheet reference

SUBMIT ANSWER

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A _____ has either an absolute column and a relative row, or an absolute row and a relative column.

- A Relative cell reference
- B Absolute cell reference
- C Mixed cell reference
- D Multiple sheet reference

SUBMIT ANSWER

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When the mixed reference is copied from one cell to another cell, the absolute reference stays the same but the relative reference changes.

- T True
- F False

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The _____ command enables you to lock specific rows or columns in place to keep them visible while you are scrolling rest of the worksheet.

- A Split
- B Freeze Panes
- C Divide
- D Orientation

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Using this feature, you can freeze header rows or columns to keep them visible at all time.

- A Freeze Panes
- B Split
- C Divide
- D Orientation

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The Split command enables you to split the worksheet window into separate panes.

True

False

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You can protect your Excel workbook with a password to prevent the unauthorized users from accessing it.

True

False

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Good luck 😊

دعواتكم ...