

GKINDIA

1. Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A. Number format
- B. Border format
- C. Font format
- D. All of above

Answer: D

2. How can you remove borders applied in cells?

- A. Choose None on Border tab of Format cells
- B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
- C. Both of above
- D. None of above

Answer: C

3. Where can you set the shading color for a range of cells in Excel?

- A. Choose required color form Patterns tab of Format Cells dialog box
- B. Choose required color on Fill Color tool in Formatting toolbar
- C. Choose required color on Fill Color tool in Drawing toolbar
- D. All of above

Answer: D

4. You can set Page Border in Excel from

- A. From Border tab in Format Cells dialog box
- B. From Border tool in Formatting toolbar
- C. From Line Style tool in Drawing toolbar
- D. You can not set page border in Excel

Answer: D

5. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

- A. Use =if() function to format the required numbers red
- B. Apply Conditional Formatting command on Format menu
- C. Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- D. All of above

Answer: B

6. You can check the conditions against _____ when applying conditional formatting



- A. Cell value
- B. Formula
- C. Both of above
- D. None of above

Answer: C

7. Which of the following is not true regarding Conditional Formatting?

- A. You can add more than one condition to check
- B. You can set condition to look for Bold and apply Italics on them
- C. You can apply Font, border and pattern formats that meets the specified conditions
- D. You can delete any condition from Conditional Formatting dialog box if it is not required

Answer: B

8. Which of the following is invalid statement?

- A. Sheet tabs can be colored
- B. Some picture can be applied as a background of a sheet
- C. You can set the column width automatically fit the amount of text
- D. The width of a row and be specified manually or fit automatically

Answer: D

9. You can use the formula palette to

- A. format cells containing numbers
- B. create and edit formula containing functions
- C. enter assumptions data
- D. copy a range of cells

Answer: B

10. When a range is selected, how can you activate the previous cell?

- A. Press the Alt key
- B. Press Enter
- C. Press Tab
- D. None of above

Answer: D



11. Which tool you will use to join some cells and place the content at the middle of joined cell?
- A. From Format Cells dialog box click on Merge Cells check box
 - B. From Format Cells dialog box select the Centered alignment
 - C. From Format Cells dialog box choose Merge and Center check box
 - D. Click on Merge and Center tool on formatting toolbar

Answer: D

12. The Name box on to the left of formula bar
- A. shows the name of workbook currently working on
 - B. shows the name of worksheet currently working on
 - C. shows the name of cell or range currently working on
 - D. None of above

Answer: C

13. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?
- A. work sheet
 - B. chart sheet
 - C. module sheet
 - D. data sheet

Answer: D

14. Which of the following is not the correct method of editing the cell content?
- A. Press the Alt key
 - B. Press the F2 key
 - C. Click the formula bar
 - D. Double click the cell

Answer: A

15. You can merge the main document with data source in Excel. In mail merge operation, Word is usually
- A. server
 - B. source
 - C. client
 - D. none

Answer: C

16. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?



- A. F8
- B. F9
- C. F10
- D. F11

Answer: B

17. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?

- A. Custom List
- B. Auto Fill Options
- C. Fill Across Worksheet
- D. Fill Series

Answer: A

18. Where can you change automatic or manual calculation mode in Excel?

- A. Double CAL indicator on status bar
- B. Go to Tools >> Options >> Calculation and mark the corresponding radio button
- C. Both of above
- D. None of above

Answer: B

19. How can you show or hide the gridlines in Excel Worksheet?

- A. Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
- B. Click Gridline tool on Forms toolbar
- C. Both of above
- D. None of above

Answer: C

20. Which of the following Excel screen components can NOT be turned on or off?

- A. Formula Bar
- B. Status Bar
- C. Tool Bar
- D. None of above

Answer: D

21. What happens when you press Ctrl + X after selecting some cells in Excel?

- A. The cell content of selected cells disappear from cell and stored in clipboard B. The cells selected are marked for cutting
- C. The selected cells are deleted and the cells are shifted left D. The selected cells are deleted and cells are shifted up

Answer: B

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

- A. Add B. Subtract
- C. Divide D. SQRT

Answer: D

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

- A. Add B. Subtract
- C. Divide D. SQRT

Answer: D

24. Which command will you choose to convert a column of data into row?

- A. Cut and Paste B. Edit >> Paste Special >> Transpose
- C. Both of above D. None of above

Answer: B

25. It is acceptable to let long text flow into adjacent cells on a worksheet when

- A. data will be entered in the adjacent cells B. no data will be entered in the adjacent cells
- C. there is no suitable abbreviation for the text D. there is not time to format the text

Answer: B

26. Which of the cell pointer indicates you that you can make selection?

- A. Doctor's symbol (Big Plus) B. small thin plus icon
- C. Mouse Pointer with anchor at the tip D. None of above

Answer: A

27. Which of the cell pointer indicates that you can fill series?

- A. Doctor's symbol (Big Plus)
- B. small thin plus icon
- C. Mouse Pointer with anchor at the tip
- D. None of above

Answer: B

28. Which of the cell pointer indicate that you can move the content to other cell?

- A. Doctor's symbol (Big Plus)
- B. small thin plus icon
- C. Mouse Pointer with anchor at the tip
- D. None of above

Answer: C

29. You can auto fit the width of column by

- A. double clicking on the column name on column header
- B. Double click on the cell pointer in worksheet
- C. Double clicking on column right border on column header
- D. Double clicking on the column left border of column header

Answer: C

30. Long text can be broken down into many lines within a cell. You can do this through

- A. Wrap Text in Format >> Cells
- B. Justify in Edit >> Cells
- C. Text Wrapping in Format >> Cells, Layout tab
- D. All of above

Answer: A

31. MS Excel provides the default value for step in Fill Series dialog box

- A. 0
- B. 1
- C. 5
- D. 10

Answer: B

32. When a row of data is to be converted into columns

- A. Copy the cells in row, select the same number of cells in row and paste
- B. Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
- C. Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
- D. Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK

Answer: D

33. Ctrl + D shortcut key in Excel will

- A. Open the font dialog box
- B. Apply double underline for the active cell
- C. Fill down in the selection
- D. None of above

Answer: C

34. The short cut key Ctrl + R is used in Excel to

- A. Right align the content of cell
- B. Remove the cell contents of selected cells
- C. Fill the selection with active cells to the right
- D. None of above

Answer: C

35. The command Edit >> Fill Across Worksheet is active only when

- A. One sheet is selected
- B. When many sheets are selected
- C. When no sheet is selected
- D. None of above

Answer: B

36. Which of the following series type is not valid for Fill Series dialog box?

- A. Linear
- B. Growth
- C. Autofill
- D. Time

Answer: D



37. Which of the following you can paste selectively using Paste Special command?

- A. Validation
- B. Formats
- C. Formulas
- D. All of above

Answer: D

38. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

- A. Square
- B. Percentage
- C. Goal Seek
- D. Divide

Answer: D

39. Edit >> Delete command

- A. Deletes the content of a cell
- B. Deletes Formats of cell
- C. Deletes the comment of cell
- D. Deletes selected cells

Answer: D

40. To remove the content of selected cells you must issue _____ command

- A. Edit >> Delete
- B. Edit >> Clear >> Contents
- C. Edit >> Clear >> All
- D. Data >> Delete

Answer: B

41. The Delete key of keyboard is assigned to which command in Excel?

- A. Edit >> Clear >> Contents
- B. Edit >> Delete
- C. Edit >> Clear >> All
- D. All of above

Answer: A

42. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must

- A. From Edit menu choose Clear and then
- B. From Edit menu choose Delete



Formats

- C. Click on Remove Formatting tool on Standard Toolbar
- D. Double click the Format Painter and then press Esc key in keyboard

Answer: A

43. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

- A. Right click on Sheet Tab of third sheet and choose Delete from the context menu
- B. Click on Sheet 3 and from Edit menu choose Delete
- C. Both of above
- D. None of above

Answer: A

44. Which of the following action removes a sheet from workbook?

- A. Select the sheet, then choose Edit >> Delete Sheet
- B. Select the sheet then choose Format >> Sheet >> Hide
- C. Both of above
- D. None of above

Answer: A

45. While Finding and Replacing some data in Excel, which of the following statement is valid?

- A. You can Find and Replace within the sheet or workbook
- B. Excel does not have option to match case for find
- C. Both are valid
- D. None are valid

Answer: A

46. Which of the following is not true about Find and Replace in Excel

- A. You can search for bold and replace with italics
- B. You can decide whether to look for the whole word or not
- C. You can search in formula too
- D. You can search by rows or columns or sheets

Answer: D

47. You can move a sheet from one workbook into new book by

- A. From Edit menu choose Move or Copy sheet,
- B. From Edit menu choose Move of Copy then



- mark the Create a ccopy and Click OK
- C. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
- D. choose (Move to end) and click OK
- D. None of above

Answer: C

48. What is the short cut key to replace a data with another in sheet?

- A. Ctrl + R
- B. Ctrl + Shift + R
- C. Ctrl + H
- D. Ctrl + F

Answer: C

49. Comments put in cells are called

- A. Smart Tip
- B. Cell Tip
- C. Web Tip
- D. Soft Tip

Answer: B

50. Comments can be added to cells using

- A. Edit -> Comments
- B. Insert -> Comment
- C. File -> Comments
- D. View -> Comments

Answer: B

51. Which menu option can be used to split windows into two?

- A. Format -> Window
- B. View -> Window-> Split
- C. Window -> Split
- D. View -> Split

Answer: C

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

- A. Accessing
- B. Referencing
- C. Updating
- D. Functioning



Answer: B

53. Which of the following is not a valid data type in Excel?

- A. Number
- B. Character
- C. Label
- D. Date/Time

Answer: B

54. Which elements of a worksheet can be protected from accidental modification?

- A. Contents
- B. Objects
- C. Scenarios
- D. All of the above

Answer: D

55. A numeric value can be treated as label value if precedes it.

- A. Apostrophe (')
- B. Exclamation (!)
- C. Hash (#)
- D. Tilde (~)

Answer: A

56. Concatenation of text can be done using

- A. Apostrophe (')
- B. Exclamation (!)
- C. Hash (#)
- D. Ampersand (&)

Answer: D

57. Which area in an Excel window allows entering values and formulas?

- A. Title Bar
- B. Menu Bar
- C. Formula Bar
- D. Standard Tool Bar

Answer: C

58. Multiple calculations can be made in a single formula using

- A. Standard Formulas
- B. Array Formula
- C. Complex Formulas
- D. Smart Formula

Answer: B

59. An Excel Workbook is a collection of

- A. Workbooks
- B. Worksheets
- C. Charts
- D. Worksheets and Charts

Answer: D

60. What do you mean by a Workspace?

- A. Group of Columns
- B. Group of Worksheets
- C. Group of Rows
- D. Group of Workbooks

Answer: D

61. MS-EXCEL is based on

- A. WINDOWS
- B. DOS
- C. UNIX
- D. OS/2

Answer: A

62. In EXCEL, you can sum a large range of data by simply selecting a tool button called

- A. AutoFill
- B. Auto correct
- C. Auto sum
- D. Auto format

Answer: C

63. To select an entire column in MS-EXCEL, press?

- A. CTRL + C
- B. CTRL + Arrow key
- C. CTRL + S
- D. None of the above



Answer: D

64. To return the remainder after a number is divided by a divisor in EXCEL we use the function?

- A. ROUND ()
- B. FACT ()
- C. MOD ()
- D. DIV ()

Answer: C

65. Which function is not available in the Consolidate dialog box?

- A. Pmt
- B. Average
- C. Max
- D. Sum

Answer: A

66. Which is not the function of "Edit, Clear" command?

- A. Delete contents
- B. Delete notes
- C. Delete cells
- D. Delete formats

Answer: C

67. Microsoft Excel is a powerful

- A. Word processing package
- B. Spreadsheet package
- C. Communication S/W Package
- D. DBMS package

Answer: B

68. How do you rearrange the data in ascending or descending order?

- A. Data, Sort
- B. Data, Form
- C. Data, Table
- D. Data Subtotals

Answer: A



69. Which Chart can be created in Excel?

- A. Area
- B. Line
- C. Pie
- D. All of the above

Answer: D

70. What will be the output if you format the cell containing 5436.8 as '#,##0.00'?

- A. 5430
- B. 5436.80
- C. 5436.8
- D. 6.8

Answer: B

71. What happens if you press Ctrl + Shift + F8?

- A. It activates extended selection
- B. It activates the rectangular selection
- C. It selects the paragraph on which the insertion line is.
- D. None of These

Answer: B

72. The keystrokes Ctrl + I is used to

- A. Increase font size
- B. Inserts a line break
- C. Applies italic format to selected text
- D. Indicate the text should be bold

Answer: C

73. Which of the following function key activates the speller?

- A. F3
- B. F6
- C. F7
- D. F11

Answer: C

74. Which of the following shortcut key is used to check spelling?

- A. F3
- B. F11
- C. F5
- D. F7



Answer: D

75. Shortcut to create new document is _____ .

- A. Ctrl + F
- B. Ctrl + N
- C. Ctrl + O
- D. All Of Above

Answer: B

76. Shortcut to open a document is _____ ?

- A. Ctrl + N
- B. Ctrl + S
- C. Ctrl + O
- D. Ctrl + F

Answer: C

77. Shortcut to close a document is _____ ?

- A. Alt + F4
- B. Ctrl + C
- C. Ctrl + W
- D. Ctrl + Q

Answer: C

78. What are the accurate combination of keys to save a document?

- A. Ctrl + S
- B. Ctrl + F
- C. Alt + F + A
- D. Alt + S

Answer: A

79. Shortcut to quit Microsoft Word, Powerpoint, Access, Excel etc is _____ ?

- A. Ctrl + W
- B. Ctrl + Q
- C. Alt + F4
- D. Alt + Q

Answer: C



80. What is the correct combination of keys to find text on a document?

- A. Alt + F
- B. Ctrl + T
- C. Ctrl + F
- D. Ctrl + H

Answer: C

81. What is the shortcut to replace text in a document?

- A. Ctrl + R
- B. Alt + R
- C. Ctrl + H
- D. All Of Above

Answer: C

82. Which combination of keys used as a shortcut for go to a page?

- A. Alt + G
- B. Ctrl + G
- C. Ctrl + F
- D. All Of Above

Answer: B

83. By which shortcut browse a document / browse panel will show up?

- A. Ctrl + B
- B. Alt + B
- C. Alt + Ctrl + Home
- D. Alt + Home

Answer: C

84. Shortcut to undo an action is _____?

- A. Ctrl + A
- B. Ctrl + Z
- C. Ctrl + Esc
- D. Ctrl + U

Answer: B

85. Shortcut for redo an action is _____?

- A. Ctrl + R
- B. Ctrl + U
- C. Ctrl + Y
- D. Ctrl + Delete



Answer: C

86. What is the shortcut to change the font?

- A. Ctrl + F
- B. Alt + Ctrl + F
- C. Shift + Alt + F
- D. Ctrl + Shift + F

Answer: D

87. By which shortcut we can change the size of the font?

- A. Ctrl + Shift + C
- B. Ctrl + H
- C. Ctrl + Shift + P
- D. Ctrl + Alt + C

Answer: C

88. By which shortcut we can increase the font size of the selected text?

- A. Ctrl + Up Arrow
- B. Ctrl + Shift + Up Arrow
- C. Ctrl + Shift + >
- D. Ctrl + >

Answer: C

89. What is the correct combination of key to decrease the font size of selected text?

- A. Ctrl + Down Arrow
- B. Ctrl + <
- C. Ctrl + Shift + <
- D. Ctrl + Shift + Down Arrow

Answer: C

90. If you press __, the cell accepts your typing as its contents.

- A. Enter
- B. Insert
- C. Ctrl + Enter
- D. TAB

Answer: C



91. You cannot close MS Word application by.

- A. Press Alt+F4
- B. Choosing File menu then Exit submenu
- C. From File menu choose Close submenu
- D. Click X button on title bar

Answer: C

92. The key F12 opens a

- A. Save As dialog box
- B. Open dialog box
- C. Close dialog box
- D. Save dialog

Answer: A

93. What is the short cut key to open the Open dialog box?

- A. Shift+ F12
- B. Ctrl + F12
- C. F12
- D. Alt + F12

Answer: B

94. A feature of MS Word that saves the document automatically after certain interval is available on...

- A. Save tab on Options dialog box
- B. Save As dialog box
- C. Both of above
- D. None of above

Answer: A

95. Where can you find the horizontal split bar on MS Word screen?

- A. On the top of vertical scroll bar
- B. On the left of horizontal scroll bar
- C. On the bottom of vertical scroll bar
- D. On the right of horizontal scroll bar

Answer: A

96. Pressing F8 key for three times selects...

- A. A word
- B. A sentence
- C. A paragraph
- D. Entire document



Answer: B

97. What is the shortcut key you can press to create a copyright symbol?

- A. Alt+Ctrl+C
- B. Ctrl + Shift + C
- C. Alt + C
- D. Ctrl + C

Answer: A

98. The keystrokes Ctrl + I is used to

- A. Indicate the text should be bold
- B. Increase font size
- C. Applies italic format to selected text
- D. Inserts a line break

Answer: C

99. Which of the following function key activates the speller?

- A. Shift + F7
- B. F7
- C. F5
- D. F9

Answer: B

100. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?

- A. F3
- B. F8
- C. F7
- D. F11

Answer: D