

MCQs of MS Excel

Here, you will find [MCQ of MS Excel](#) from basic to complex MCQs. All answers of these MS Excel MCQs are given at the last of the page.

MS EXCEL MCQs

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1. Which of the following methods cannot be used to enter data in a cell

- A. Pressing an arrow key
 - B. Pressing the Tab key
 - C. Pressing the Esc key
 - D. Clicking on the formula bar
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2. Which of the following will not cut information?

- A. Pressing Ctrl + C
 - B. Selecting Edit>Cut from the menu
 - C. Clicking the Cut button on the standard
 - D. Pressing Ctrl+X
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3. Which of the following is not a way to complete a cell entry?

- A. Pressing enter
- B. Pressing any arrow key on the keyboard

- C. Clicking the Enter button on the Formula bar
 - D. Pressing spacebar
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4. You can activate a cell by
- A. Pressing the Tab key
 - B. Clicking the cell
 - C. Pressing an arrow key
 - D. All of the above
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5. Text formulas:
- A. Replace cell references
 - B. Return ASCII values of characters
 - C. Concatenate and manipulate text
 - D. Show formula error value
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6. How do you insert a row?
- A. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
 - B. Select the row heading where you want to insert the new row and select Edit > Row from the menu
 - C. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
 - D. All of the above
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7. Which of the following is not a basic step in creating a worksheet?
- A. Save workbook
 - B. Modify the worksheet
 - C. Enter text and data
 - D. Copy the worksheet

8. How do you select an entire column?

- A. Select Edit > Select > Column from the menu
 - B. Click the column heading letter
 - C. Hold down the shift key as you click anywhere in the column.
 - D. Hold down the Ctrl key as you click anywhere in the column
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9. How can you print three copies of a workbook?

- A. Select File>Properties form the menu and type 3 in the Copies to print text box.
 - B. Select File >Print from the menu and type 3 in the Number of copies text box.
 - C. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
 - D. Press Ctrl+P+3
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10. To create a formula, you first:

- A. Select the cell you want to place the formula into
 - B. Type the equals sign (=) to tell Excel that you're about to enter a formula
 - C. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
 - D. Choose the new command from the file menu
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11. To center worksheet titles across a range of cells, you must

- A. Select the cells containing the title text plus the range over which the title text is to be centered
- B. Widen the columns
- C. Select the cells containing the title text plus the range over which the title text is to be enfettered
- D. Format the cells with the comma style

12. How do you delete a column?

- A. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
 - B. Select the column heading you want to delete and select Insert Delete from the menu
 - C. Select the row heading you want to delete and select Edit>Delete from the menu
 - D. Right click the column heading you want to delete and select delete from the shortcut menu
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13. How can you find specific information in a list?

- A. Select Tools > Finder from the menu
 - B. Click the Find button on the standard toolbar
 - C. Select Insert > Find from the menu
 - D. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button
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14. When integrating word and excel, word is usually the

- A. Server
 - B. Destination
 - C. Client
 - D. Both b and c
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15. When a label is too long to fit within a worksheet cell, you typically must

- A. Shorten the label
- B. Increase the column width
- C. Decrease the column width
- D. Adjust the row height

16. The name box

- A. Shows the location of the previously active cell
 - B. Appears to the left of the formula bar
 - C. Appears below the status bar
 - D. Appears below the menu bar
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17. Comments put in cells are called

- A. Smart tip
 - B. Cell tip
 - C. Web tip
 - D. Soft tip
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18. Which is used to perform what if analysis?

- A. Solver
 - B. Goal seek
 - C. Scenario Manager
 - D. All of above
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19. You can use the horizontal and vertical scroll bars to

- A. Split a worksheet into two panes
 - B. View different rows and columns edit the contents of a cell
 - C. Edit the contents of a cell
 - D. view different worksheets
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20. Multiple calculations can be made in a single formula using

- A. standard formulas
- B. array formula



- C. complex formulas
- D. smart formula