

Exam 77-882: Excel 2010

<http://www.techonthenet.com/excel/questions/> --topic wise

Your selection is marked in Green (correct answer) or Red (wrong answer) color.

Question 1: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 2: Which of the following is not an option for the Excel 2010's AutoFill function?

1. Copy Cells
2. Copy Cells without formatting
3. Fill Series
4. Fill formatting only
5. Fill Without Formatting

Correct Answer: 2.

Question 3: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11

4. Sheet3!G11:F10

5.

Correct Answer: 3.

Question 4: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>

2. []

3. ()

4. {}

5.

Correct Answer: 3.

Question 5: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles

2. Horizontal

3. Vertical

4. Transparent

5. Cascade

Correct Answer: 4.

Question 6: You have pressed the "New Window" button on the View tab of Excel 2010. How will Excel 2010 react?

1. It will open a new window with blank template.

2. It will open a new window with the contents of the current work book.

3. It will open a new window with a single sheet in the workbook with the content of the current sheet.

4. None of the above.

5.

Correct Answer: 2.

Question 7: On which tab will you find the tools which will help you create a chart?

1. Home
2. Insert
3. Review
4. View
5. None of the above.

Correct Answer: 2.

Question 8: Which of the following view will show you a view very similar to the print preview?

1. Normal
2. Page Break Preview
3. Page Layout
4. All of the above
- 5.

Correct Answer: 3.

Question 9: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders
4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

Question 10: You have a column (H) in one of the sheets of your workbook which contains the costs involved of items on the list. You want to align the content of the 'H' Column cells to the right. Which tab will contain the function or tool for the same?

1. View
2. Layout
3. Home

4. Design

5.

Correct Answer: 3.

Question 11: Where will you find the name manager so that you could create a new name for a range?

1. Home tab

2. Insert Tab

3. View Tab

4. Data Tab

5. None of the above.

Correct Answer: 5.

Question 12: Is it possible to make a hyperlink to a particular cell in another sheet in the same workbook in only a part of text of a particular cell in another sheet of the same workbook?

1. Yes, always

2. No

3. Yes, Only in case the cell being used as hyperlink does not contain numbers

4. Yes, Only in case the cell being used as target does not contain numbers

5.

Correct Answer: 2.

Question 13: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J. You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells

2. Fill Series

3. Fill Formatting Only

4. Fill Without formatting

5.

Correct Answer: 4.

Question 14: You have copied a set of cells and pasted it in 'trasposed' format. What has happened to the contents?

1. The Top row and top column are not pasted
2. Rows become Columns and vice versa
3. The order of rows is changed.
4. The order of both rows and columns are changed
5. None of the above

Correct Answer: 2.

Question 15: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format
2. Insert
3. Home
4. Design
- 5.

Correct Answer: 1.

Question 16: Which of the following is required before you want to send the current workbook as a link in an email?

1. The document must not have password.
2. The document has to be in Excel 2007 / 2010 format.
3. The document must be stored at a shared location.
4. The document must be stored on each person's desktop before you send the email.
- 5.

Correct Answer: 3.

Question 17: You are currently showing the prices of items in your sheet as simple numbers and want to add the currency in front of every number. On

which of the following sections of the Home tab of Excel 2010 can you do this?

1. Font
2. Number
3. Cells
4. Editing
5. Styles

Correct Answer: 2.

Question 18: Which of the following option will you select under the 'Conditional Formatting' menu to remove the rules from the sheet?

1. Remove Rule
2. Clear Rule
3. Data rules
4. Icon Set rules
5. Top 10

Correct Answer: 2.

Question 19: Which of the following has different properties than the other 3?

1. Picture
2. Screenshot
3. Clipart
4. Smart Shape
- 5.

Correct Answer: 4.

Question 20: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 21: You have opened the Page Setup Window for printing the sheet. You want the Row 1 to be printed on each page. What will you enter on the "Rows to repeat at the top" box to make sure that Row number 1 appears on all pages printed.

1. \$1
2. \$1:\$
3. \$1:\$1
4. \$1,0
- 5.

Correct Answer: 3.

Question 22: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 23: Which of the following is true for sparklines in Excel 2010?

1. The data range and location range may be in different row and column.
2. The data range and location range may be in different row but must be in same column.
3. The data range and location range may be in different column but must be in same row.
4. The data range and location range must be in either same row or same column.
- 5.

Correct Answer: 4.

Question 24: How to auto fill the values with the conditional formula given that the formula to be applied depends on the values in cells of the adjacent left hand side column?

1. Stretch the + sign downwards after entering the formula and hitting enter for the first entry.
2. typing the formula for each cell.
3. generalizing the formula for each cell and then applying it.
4. None of the above.
- 5.

Correct Answer: 1.

Question 25: Which of the following would hold true?

1. Filter and Sort functions do the same job.
2. Filter is same as sort when we are applying the action on text.
3. Filter is used to extract out cells with data fulfilling a required criteria but sorting will not perform extraction.
4. Filters are used for making the workbook interactive.
- 5.

Correct Answer: 3.

Question 1: You want to delete all comments on a page. Since the sheet has a lot of comments, you do not want to delete them one by one. Which of the following keyboard shortcuts will allow you to select all the cells which contain a comment?

1. Ctrl + W
2. Ctrl + F9
3. Ctrl + Shift + O
4. Ctrl + Shift + Q
- 5.

Correct Answer: 3.

Question 2: Which of the following is not available in the Picture color tools in Excel 2010?

1. Saturation
2. Hue
3. Recolor
4. Tone
- 5.

Correct Answer: 2.

Question 3: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles
2. Horizontal
3. Vertical
4. Transparent
5. Cascade

Correct Answer: 4.

Question 4: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format
2. Insert
3. Home
4. Design
- 5.

Correct Answer: 1.

Question 5: You have written the numbers 1 to 10 in a column and want to repeat the numbers again and again. Which of following option for the AutoFill will help you get the work done?

1. Copy Cells
2. Fill Series
3. All of the above
4. None of the above
- 5.

Correct Answer: 1.

Question 6: You have pasted a copied set of cells from one workbook into

another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders
4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

Question 7: Which of the following action is an 'addition' to the filter function when using the advanced filter?

1. Copy
2. List Range
3. criteria range
4. All of the above
- 5.

Correct Answer: 1.

Question 8: Enabling 'Markers' in a 'line' type sparkline will add something at the points which represent the cell data on the line? What is that 'something'?

1. Dashes
2. Dots
3. Vertical Lines
4. None of the above
- 5.

Correct Answer: 2.

Question 9: Which of the following parameters cannot be used to sort a group of cells?

1. Cell Size
2. Cell Color
3. Cell Font Color
4. Cell Value
- 5.

Correct Answer: 1.

Question 10: Which of the following is not a 'margin' in Excel 2010?

1. Top
2. Center
3. Bottom
4. Left
5. Right

Correct Answer: 2.

Question 11: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J. You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells
2. Fill Series
3. Fill Formatting Only
4. Fill Without formatting
- 5.

Correct Answer: 4.

Question 12: You have a named range with workbook scope called "marks" which spans the area from Columns D2 to D20 on sheet 'Sheet1' of your workbook. You want to calculate the sum of the values in this range and enter the values in the cell A5 of 'Sheet2'. Assuming that there is no named range with the same name, what shall you type in A5 of 'Sheet2'?

1. =SUM(D2:D20)
2. =SUM(marks)
3. =SUM(Sheet1!D2:D20)
4. Any of the above.
- 5.

Correct Answer: 2.

Question 13: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 14: What is the custom view used for?

1. Exporting the view settings
2. Changing and saving the current view settings
3. Altering the screen layout of Ribbon bar
4. Rearranging tabs on the ribbon bar
- 5.

Correct Answer: 2.

Question 15: How do you visually recognize the cells in Excel 2010 which contain a comment?

1. It will have a green triangle on the corner.
2. It will have a blue triangle on the corner.
3. It will have a red triangle on the corner.
4. It will have a green square on the corner.
- 5.

Correct Answer: 3.

Question 16: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11

3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

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1. Font
2. Number
3. Cells
4. Editing
5. Styles

Correct Answer: 2.

Question 18: What are named ranges used for?

1. To limit the values which can be entered in a sheet
2. To verify the range of the values entered in a selected part of the sheet
3. To give a custom name to a part of a sheet in a workbook
4. none of the above.
- 5.

Correct Answer: 3.

Question 19: Which of the following options, when selected on the backstage view would keep the email size minimum when sharing the document using email?

1. Send as Attachment
2. Send as Link
3. Send as PDF
4. Send as XPS
- 5.

Correct Answer: 2.

Question 20: Can you name multiple cells in Excel 2010?

1. Yes, always
2. Yes, only in the Home and Student Edition
3. Yes, in any registered and activated copy
4. No
- 5.

Correct Answer: 1.

Question 21: In the formula $=(B4+25)/SUM(D5:F5)$, what is evaluated first?

1. $B4 + 25$
2. $SUM(D5:F5)$
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 22: What is name box used for?

1. To name a cell
2. To create a new sheet in the workbook
3. To jump to a cell
4. To rearrange the names of the cells automatically after adjustments.
- 5.

Correct Answer: 3.

Question 23: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 24: Which of the following is not a category of formulas available in Excel 2010?

1. Logical
2. Date and Time
3. Financial
4. Scientific
- 5.

Correct Answer: 4.

Question 25: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F
2. Alt + F , M
3. Ctrl + M,F
4. Alt + Shift + M,F
- 5.

Correct Answer: 1.

Question 2: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

Question 3: You have created a chart based on values in cells across B2 to D10. You now change the value in the cell C5. Which of the following actions will you take to update the chart upon updating the value in C5?

1. Press F5
2. Press Ctrl + U
3. Right click the chart and select 'update'
4. none of the above.
- 5.

Correct Answer: 4.

Question 4: Which of the following is not available in the Picture color tools in Excel 2010?

1. Saturation
2. Hue
3. Recolor
4. Tone
- 5.

Correct Answer: 2.

Question 5: You have copied a set of cells and pasted it in 'trasposed' format. What has happened to the contents?

1. The Top row and top column are not pasted
2. Rows become Columns and vice versa
3. The order of rows is changed.
4. The order of both rows and columns are changed
5. None of the above

Correct Answer: 2.

Question 6: Which of the following is not allowed to be configured for the font within a cell when defining a new cell style?

1. Strikethrough style on font
2. underlining of the font
3. Subscripting of font
4. double underlining of font
5. None of the above

Correct Answer: 4.

Question 7: You want to sort from left to right rather from top to bottom. Where can you change the setting for this?

1. On the sort window
2. On the Review tab
3. On the backstage view
4. None of the above
- 5.

Correct Answer: 1.

Question 8: You have created two sheets in the workbook. You want to use the name "marks" for the named range in both the sheets of the workbook. What will you change in the first named range? (Assuming that it has already been created and is functional)

1. The name of the range
2. The area specified by the range.
3. The scope of the range
4. None of the above.
- 5.

Correct Answer: 3.

Question 9: You have deleted a sheet by right clicking a sheet tab and selecting 'Delete'. Now you press "Ctrl + Z". How will Excel 2010 react?

1. The sheet will be restored.
2. Nothing will happen.
3. Excel will ask you to choose action between Restoring the sheet or undoing last action on a tab which was not deleted.
4. Excel will undo the last action whether it be deletion of sheet or any other changes in the document and notify on the taskbar.
- 5.

Correct Answer: 2.

Question 10: On which tab will you find the tools which will help you create a chart?

1. Home
2. Insert
3. Review
4. View
5. None of the above.

Correct Answer: 2.

Question 11: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling
4. Formula
- 5.

Correct Answer: 4.

Question 12: You want to show the numbers written in the cells of Column 'D' as 'percentage'. What keyboard shortcut will allow you to achieve the goal?

1. There is no keyboard shortcut for this function.
2. Ctrl + Shift + 5
3. Ctrl + Shift + P
4. Ctrl + Shift + F5
- 5.

Correct Answer: 2.

Question 13: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders
4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

Question 14: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

Question 15: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 16: You want to change the 3D rotation, frame and layout of the picture. Which of the following tool will allow you for that?

1. Picture Border
2. Picture Effect
3. Picture Layout

4. Picture Style

5.

Correct Answer: 4.

Question 17: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account

2. Facebook Account

3. Windows Live account

4. Google account

5.

Correct Answer: 3.

Question 18: You have a column (H) in one of the sheets of your workbook which contains the costs involved of items on the list. You want to align the content of the 'H' Column cells to the right. Which tab will contain the function or tool for the same?

1. View

2. Layout

3. Home

4. Design

5.

Correct Answer: 3.

Question 19: What will you type in D10 if you were to find the average of all numbers from the cell D1 to D7?

1. =AVERAGE(D1:D7)

2. AVG(\$D1:)

3. =AVG(\$D1:\$D7)

4. AVERAGE(\$D1:\$D7)

5.

Correct Answer: 1.

Question 20: You want to get the average of more than one set of columns.

Which of the following is the character you will use as a separator to the function arguments?

1. , (comma)
2. . (dot)
3. ; (semi colon)
4. ~ (tilde)
- 5.

Correct Answer: 1.

Question 21: What are named ranges used for?

1. To limit the values which can be entered in a sheet
2. To verify the range of the values entered in a selected part of the sheet
3. To give a custom name to a part of a sheet in a workbook
4. none of the above.
- 5.

Correct Answer: 3.

Question 22: Which of the following view will show you a view very similar to the print preview?

1. Normal
2. Page Break Preview
3. Page Layout
4. All of the above
- 5.

Correct Answer: 3.

Question 23: You have selected Columns D and E. You want to hide them. Which button on the Home tab in the Ribbon bar of Excel 2010 will present you with the option for the same?

1. Format
2. Delete
3. Insert

4. Edit
- 5.

Correct Answer: 1.

Question 24: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J. You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells
2. Fill Series
3. Fill Formatting Only
4. Fill Without formatting
- 5.

Correct Answer: 4.

Question 25: Is it possible to make a hyperlink to a particular cell in another sheet in the same workbook in only a part of text of a particular cell in another sheet of the same workbook?

1. Yes, always
2. No
3. Yes, Only in case the cell being used as hyperlink does not contain numbers
4. Yes, Only in case the cell being used as target does not contain numbers
- 5.

Correct Answer: 2.

Question 1: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 2: Which of the following tab will contain the tool / button to allow editing of comments on a Excel 2010 workbook?

1. View
2. Review
3. Home
4. Backstage view
- 5.

Correct Answer: 2.

Question 3: What are sorting levels used for?

1. Number of times the sorting has to be done.
2. The preferred order of sorting on different parameters.
3. To determine the number of rows to be sorted.
4. To determine the number of columns to be sorted.
- 5.

Correct Answer: 2.

Question 4: On which of the following tabs will you be able to name a cell range?

1. Home
2. Insert
3. Data
4. View
5. All of the above

Correct Answer: 5.

Question 5: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J. You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells
2. Fill Series
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4. Fill Without formatting
- 5.

Correct Answer: 4.

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3. Sheet1!F10:G11
4. Sheet3!G11:F10
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1. Yes, always
2. No
3. Yes, Only in case the cell being used as hyperlink does not contain numbers
4. Yes, Only in case the cell being used as target does not contain numbers
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Correct Answer: 2.

Question 10: You have pressed the "New Window" button on the View tab of Excel 2010. How will Excel 2010 react?

1. It will open a new window with blank template.
2. It will open a new window with the contents of the current work book.
3. It will open a new window with a single sheet in the workbook with the content of the current sheet.
4. None of the above.
- 5.

Correct Answer: 2.

Question 11: You have selected Columns D and E. You want to hide them. Which button on the Home tab in the Ribbon bar of Excel 2010 will present you with the option for the same?

1. Format
2. Delete
3. Insert
4. Edit
- 5.

Correct Answer: 1.

Question 12: You are merging cell from A25 to D25. All of the cells contain unique data. What will be the contents of the merged cells after the merge is complete?

1. Contents of A25
2. Contents of B25
3. Contents of C25
4. Contents of D25
5. The data will be concatenated for all 4 cells.

Correct Answer: 1.

Question 13: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling
4. Formula
- 5.

Correct Answer: 4.

Question 14: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account
2. Facebook Account
3. Windows Live account
4. Google account
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1. By dragging a color from Home tab on to the sheet tab
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3. By clicking on the "format as table" button on the Home tab
4. None of the above
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Correct Answer: 2.

Question 16: What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F
2. Alt + F , M
3. Ctrl + M,F
4. Alt + Shift + M,F
- 5.

Correct Answer: 1.

Question 17: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
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view would keep the email size minimum when sharing the document using email?

1. Send as Attachment
2. Send as Link
3. Send as PDF
4. Send as XPS
- 5.

Correct Answer: 2.

Question 20: You want to print only 2 spreadsheets from your workbook which contains 7 sheets. You have already selected the required sheets. On which menu will you find the option to print (only) the selected sheets?

1. Home
2. Review
3. Page Layout
4. File
- 5.

Correct Answer: 4.

Question 21: Which of the following options on the backstage will allow you to edit the commands listed on the Quick Access Toolbar?

1. Info
2. Help
3. Options
4. Print
- 5.

Correct Answer: 3.

Question 22: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles
2. Horizontal
3. Vertical

4. Transparent
5. Cascade

Correct Answer: 4.

Question 23: How many page orders are available for printing in Excel 2010? The page orders determine the sequence in which the pages will be printed.

1. 1
2. 2
3. 3
4. 4
5. None of the above

Correct Answer: 2.

Question 24: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 25: You want to see an overview of which part of the sheet will print in which page without having to see the content on different broken pages. Which view will you select for this?

1. Normal
2. Page Break Preview
3. Page Layout
4. None of the above
- 5.

Correct Answer: 2.

Question 1: Which of the following cannot be done when you are saving a Workbook in PDF format?

1. The file cannot have a password.
2. The file cannot have names longer than 16 characters.
3. The gridlines cannot be seen when the exported PDF is opened.
4. All of the above
- 5.

Correct Answer: 1.

Question 2: Which of the following will you change or apply to a picture if you wanted to blur it?

1. Artistic Effects
2. Style
3. Tone
4. Color Density
- 5.

Correct Answer: 1.

Question 3: You have inserted a basic shape into your sheet. On which tab will you change the style of the shape?

1. Home
2. Design
3. Format
4. None of the above
- 5.

Correct Answer: 3.

Question 4: What is the custom view used for?

1. Exporting the view settings
2. Changing and saving the current view settings
3. Altering the screen layout of Ribbon bar
4. Rearranging tabs on the ribbon bar
- 5.

Correct Answer: 2.

Question 5: You have selected Columns D and E. You want to hide them. Which button on the Home tab in the Ribbon bar of Excel 2010 will present you with the option for the same?

1. Format
2. Delete
3. Insert
4. Edit
- 5.

Correct Answer: 1.

Question 6: What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F
2. Alt + F , M
3. Ctrl + M,F
4. Alt + Shift + M,F
- 5.

Correct Answer: 1.

Question 7: You have created a list of items to be sold and their prices in the columns A and B, respectively. You now want to calculate the VAT for the prices at the rate of 12.5% of the price. You have typed "=12.5%*B2" in the Cell C2. You want to apply the same formula to all the cells in column C with the appropriate calculation on the respective cell in Column B. Which of the following shall you type in all those columns?

1. =12.5%*B2
2. =12.5%*C2
3. =12.5%*B2:B
4. =12.5%*B2:C
5. None of the above.

Correct Answer: 5.

Question 8: What will you type in D10 if you were to find the average of all numbers from the dell D1 to D7?

1. =AVERAGE(D1:D7)
2. AVG(\$D1:)
3. =AVG(\$D1:\$D7)
4. AVERAGE(\$D1:\$D7)
- 5.

Correct Answer: 1.

Question 9: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account
2. Facebook Account
3. Windows Live account
4. Google account
- 5.

Correct Answer: 3.

Question 10: You have created a chart based on values in cells across B2 to D10. You now change the value in the cell C5. Which of the following actions will you take to update the chart upon updating the value in C5?

1. Press F5
2. Press Ctrl + U
3. Right click the chart and select 'update'
4. none of the above.
- 5.

Correct Answer: 4.

Question 11: You want to change the 3D rotation, frame and layout of the picture. Which of the following tool will allow you for that?

1. Picture Border
2. Picture Effect
3. Picture Layout
4. Picture Style
- 5.

Correct Answer: 4.

Question 12: How many types of sparklines are available in Excel 2010?

1. 2
2. 3
3. 4
4. 5
- 5.

Correct Answer: 2.

Question 13: You have split the window in Excel 2010 and are updating a cell data in the lower part. When will the data get updated in the upper part?

1. After saving the file.
2. After closing the split view
3. As and when you type
4. After pressing [Enter] button
- 5.

Correct Answer: 3.

Question 14: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

Question 15: Which of the following action is an 'addition' to the filter function when using the advanced filter?

1. Copy
2. List Range
3. criteria range

4. All of the above
- 5.

Correct Answer: 1.

Question 16: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 17: You have changed the scaling from 100% to 200% in Excel 2010 before printing. How have the number of pages required to print the sheet changed?

1. Number of pages required have increased by 4 times.
2. Number of pages required have increased by 2 times.
3. Number of pages required have decreased by 4 times.
4. Number of pages required have decreased by 2 times.
- 5.

Correct Answer: 1.

Question 18: You are merging cell from A25 to D25. All of the cells contain unique data. What will be the contents of the merged cells after the merge is complete?

1. Contents of A25
2. Contents of B25
3. Contents of C25
4. Contents of D25
5. The data will be concatenated for all 4 cells.

Correct Answer: 1.

Question 19: What are sorting levels used for?

1. Number of times the sorting has to be done.
2. The preferred order of sorting on different parameters.
3. To determine the number of rows to be sorted.
4. To determine the number of columns to be sorted.
- 5.

Correct Answer: 2.

Question 20: How to auto fill the values with the conditional formula given that the formula to be applied depends on the values in cells of the adjacent left hand side column?

1. Stretch the + sign downwards after entering the formula and hitting enter for the first entry.
2. typing the formula for each cell.
3. generalizing the formula for each cell and then applying it.
4. None of the above.
- 5.

Correct Answer: 1.

Question 21: What are named ranges used for?

1. To limit the values which can be entered in a sheet
2. To verify the range of the values entered in a selected part of the sheet
3. To give a custom name to a part of a sheet in a workbook
4. none of the above.
- 5.

Correct Answer: 3.

Question 22: You want to print only 2 spreadsheets from your workbook which contains 7 sheets. You have already selected the required sheets. On which menu will you find the option to print (only) the selected sheets?

1. Home
2. Review

3. Page Layout
4. File
- 5.

Correct Answer: 4.

Question 23: Which of the following is not a 'margin' in Excel 2010?

1. Top
2. Center
3. Bottom
4. Left
5. Right

Correct Answer: 2.

Question 24: Which of the following is not a category of formulas available in Excel 2010?

1. Logical
2. Date and Time
3. Financial
4. Scientific
- 5.

Correct Answer: 4.

Question 25: Which of the following is not an option for printing from a workbook?

1. Print Selection
2. Print Entire Workbook
3. Print Current Sheet
4. Print Active Sheets
- 5.

Correct Answer: 3.

Question 1: You inserted a new bar chart but the graph was shown as empty. What could be the reason?

1. Bar charts are always empty in the beginning.
2. Color of the Bar chart has to be changed.
3. The cells for which the chart was to be generated was not selected.
4. Any of the above.
- 5.

Correct Answer: 3.

Question 2: In the formula $=(B4+25)/SUM(D5:F5)$,what is evaluated first?

1. $B4 + 25$
2. $SUM(D5:F5)$
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 3: Which of the following is not an option for the Excel 2010's AutoFill function?

1. Copy Cells
2. Copy Cells without formatting
3. Fill Series
4. Fill formatting only
5. Fill Without Formatting

Correct Answer: 2.

Question 4: You want to print a sheet but do not want that the gridlines should be printed along with the text. On which tab of Page Setup will you find the option for this?

1. Page
2. Sheet
3. Margins
4. Header and Footer
- 5.

Correct Answer: 2.

Question 5: Which of the following cannot be done when you are saving a Workbook in PDF format?

1. The file cannot have a password.
2. The file cannot have names longer than 16 characters.
3. The gridlines cannot be seen when the exported PDF is opened.
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1. To limit the values which can be entered in a sheet
2. To verify the range of the values entered in a selected part of the sheet
3. To give a custom name to a part of a sheet in a workbook
4. none of the above.
- 5.

Correct Answer: 3.

Question 7: You have written the numbers 1 to 10 in a column and want to repeat the numbers again and again. Which of following option for the AutoFill will help you get the work done?

1. Copy Cells
2. Fill Series
3. All of the above
4. None of the above
- 5.

Correct Answer: 1.

Question 8: How many types of icon sets are available to be implemented for a icon set rule on a set of cells in Excel 2010?

1. 1
2. 2
3. 3

4. 4

5. 5

Correct Answer: 4.

Question 9: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom

2. Only the intermediate borders

3. All except the Intermediate borders

4. All borders including the intermediate and surrounding borders.

5.

Correct Answer: 4.

Question 10: You want to see an overview of which part of the sheet will print in which page without having to see the content on different broken pages. Which view will you select for this?

1. Normal

2. Page Break Preview

3. Page Layout

4. None of the above

5.

Correct Answer: 2.

Question 11: What is name box used for?

1. To name a cell

2. To create a new sheet in the workbook

3. To jump to a cell

4. To rearrange the names of the cells automatically after adjustments.

5.

Correct Answer: 3.

Question 12: You have a large workbook which slows down the loading and

saving process in Excel 2010. Which of the following file type will you change it so that the workbook loads and saves faster?

1. Binary workbook
2. OpenDocument spreadsheet
3. Excel 97 - 2003
4. Template
- 5.

Correct Answer: 1.

Question 13: You have pressed the "New Window" button on the View tab of Excel 2010. How will Excel 2010 react?

1. It will open a new window with blank template.
2. It will open a new window with the contents of the current work book.
3. It will open a new window with a single sheet in the workbook with the content of the current sheet.
4. None of the above.
- 5.

Correct Answer: 2.

Question 14: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account
2. Facebook Account
3. Windows Live account
4. Google account
- 5.

Correct Answer: 3.

Question 15: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

Question 16: Which of the following is the correct format of the IF conditional statement which can be used in the formulas?

1. =IF(Criteria, Action if Criteria Met) , Other Action
2. =IF(Criteria, Action if Criteria Met, Other Action)
3. =IF(Action if Criteria Met, Criteria, Other Action)
4. none of the above.
- 5.

Correct Answer: 2.

Question 17: Which of the following has different properties than the other 3?

1. Picture
2. Screenshot
3. Clipart
4. Smart Shape
- 5.

Correct Answer: 4.

Question 18: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>
2. []
3. ()
4. {}
- 5.

Correct Answer: 3.

Question 19: Which of the following parameters cannot be used to sort a group of cells?

1. Cell Size
2. Cell Color
3. Cell Font Color
4. Cell Value
- 5.

Correct Answer: 1.

Question 20: Which of the following cannot be imported as a data source in Excel 2010?

1. Text File
2. Access Database
3. Web (Web Pages)
4. From SQL Server
5. None of the above.

Correct Answer: 5.

Question 21: Which of the following characters are used to separate the cell references when determining the cell range for a formula (such as AutoSum)?

1. . (dot)
2. : (colon)
3. ; (semicolon)
4. \$ (dollar)
5. , (comma)

Correct Answer: 2.

Question 22: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 23: How to auto fill the values with the conditional formula given that the formula to be applied depends on the values in cells of the adjacent left hand side column?

1. Stretch the + sign downwards after entering the formula and hitting enter for the first entry.
2. typing the formula for each cell.
3. generalizing the formula for each cell and then applying it.
4. None of the above.
- 5.

Correct Answer: 1.

Question 24: Which of the following keyboard shortcuts will you use to name a cell range?

1. F7
2. F3
3. F9
4. F5
- 5.

Correct Answer: 4.

Question 25: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J. You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells
2. Fill Series
3. Fill Formatting Only
4. Fill Without formatting
- 5.

Correct Answer: 4.

our selection is marked in Green (correct answer) or Red (wrong answer) color.

Question 1: Which of the following is not available in the Picture color tools in Excel 2010?

1. Saturation
2. Hue
3. Recolor
4. Tone
- 5.

Correct Answer: 2.

Question 2: Which of the following is not an option for printing from a workbook?

1. Print Selection
2. Print Entire Workbook
3. Print Current Sheet
4. Print Active Sheets
- 5.

Correct Answer: 3.

Question 3: You inserted a new bar chart but the graph was shown as empty. What could be the reason?

1. Bar charts are always empty in the beginning.
2. Color of the Bar chart has to be changed.
3. The cells for which the chart was to be generated was not selected.
4. Any of the above.
- 5.

Correct Answer: 3.

Question 4: You have deleted a sheet by right clicking a sheet tab and selecting 'Delete'. Now you press "Ctrl + Z". How will Excel 2010 react?

1. The sheet will be restored.

2. Nothing will happen.
3. Excel will ask you to choose action between Restoring the sheet or undoing last action on a tab which was not deleted.
4. Excel will undo the last action whether it be deletion of sheet or any other changes in the document and notify on the taskbar.
- 5.

Correct Answer: 2.

Question 5: You have a column (H) in one of the sheets of your workbook which contains the costs involved of items on the list. You want to align the content of the 'H' Column cells to the right. Which tab will contain the function or tool for the same?

1. View
2. Layout
3. Home
4. Design
- 5.

Correct Answer: 3.

Question 6: Which of the following tab will contain the tool / button to allow editing of comments on a Excel 2010 workbook?

1. View
2. Review
3. Home
4. Backstage view
- 5.

Correct Answer: 2.

Question 7: Which of the following is not a "paste special" option available in Excel 2010?

1. paste values
2. paste formulas
3. paste transpose
4. paste formatting
5. None of the above.

Correct Answer: 5.

Question 8: You have hidden the Columns D and E. Which of the following Column(s) will you select before you click the "Format" button to 'unhide' them?

1. Column C
2. Column F
3. Columns C and D
4. Columns C through F
- 5.

Correct Answer: 4.

Question 9: Which of the following has different properties than the other 3?

1. Picture
2. Screenshot
3. Clipart
4. Smart Shape
- 5.

Correct Answer: 4.

Question 10: Which tab will allow you to change the font style?

1. Format
2. Design
3. Home
4. Layout
- 5.

Correct Answer: 3.

Question 11: Which of following setting will not be stored in a custom view?

1. The Layout information
2. The Page split view information
3. The interface color selection information.

4. The "Gridlines" view information
- 5.

Correct Answer: 3.

Question 12: Which of the following characters are used to separate the cell references when determining the cell range for a formula (such as AutoSum)?

1. . (dot)
2. : (colon)
3. ; (semicolon)
4. \$ (dollar)
5. , (comma)

Correct Answer: 2.

Question 13: Can you name multiple cells in Excel 2010?

1. Yes, always
2. Yes, only in the Home and Student Edition
3. Yes, in any registered and activated copy
4. No
- 5.

Correct Answer: 1.

Question 14: Which of the following is not a 'margin' in Excel 2010?

1. Top
2. Center
3. Bottom
4. Left
5. Right

Correct Answer: 2.

Question 15: Sort action can be applied to both text and numbers. How will it work when the cell data has both numbers and text?

1. Both are sorted separately.
2. The data starting with a number would be ignored

3. The cells would be splitted
4. The data will be sorted using the ASCII codes making the cells beginning with numbers being sorted first (ascending order sort)
- 5.

Correct Answer: 4.

Question 16: You want to see an overview of which part of the sheet will print in which page without having to see the content on different broken pages. Which view will you select for this?

1. Normal
2. Page Break Preview
3. Page Layout
4. None of the above
- 5.

Correct Answer: 2.

Question 17: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

Question 18: Which of the following is not an option for the Excel 2010's AutoFill function?

1. Copy Cells
2. Copy Cells without formatting
3. Fill Series
4. Fill formatting only
5. Fill Without Formatting

Correct Answer: 2.

Question 19: Enabling 'Markers' in a 'line' type sparkline will add something at the points which represent the cell data on the line? What is that 'something'?

1. Dashes
2. Dots
3. Vertical Lines
4. None of the above
- 5.

Correct Answer: 2.

Question 20: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 21: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling
4. Formula
- 5.

Correct Answer: 4.

Question 22: Which of the following option will you select under the 'Conditional Formatting' menu to remove the rules from the sheet?

1. Remove Rule
2. Clear Rule
3. Data rules
4. Icon Set rules
5. Top 10

Correct Answer: 2.

Question 23: You want to get the average of more than one set of columns. Which of the following is the character you will use as a separator to the function arguments?

1. , (comma)
2. . (dot)
3. ; (semi colon)
4. ~ (tilde)
- 5.

Correct Answer: 1.

Question 24: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>
2. []
3. ()
4. {}
- 5.

Correct Answer: 3.

Question 25: Which of the following would hold true?

1. Filter and Sort functions do the same job.
2. Filter is same as sort when we are applying the action on text.
3. Filter is used to extract out cells with data fulfilling a required criteria but sorting will not perform extraction.
4. Filters are used for making the workbook interactive.
- 5.

Correct Answer: 3.

Question 1: Which of the following would hold true?

1. Filter and Sort functions do the same job.

2. Filter is same as sort when we are applying the action on text.
3. Filter is used to extract out cells with data fulfilling a required criteria but sorting will not perform extraction.
4. Filters are used for making the workbook interactive.
- 5.

Correct Answer: 3.

Question 2: What are 'Landscape' and 'Portrait'?

1. Sizes
2. Orientations
3. Breaks
4. Margin Styles
- 5.

Correct Answer: 2.

Question 3: Which of the following is true when you are applying a filter?

1. Both number and text filter can be applied to same selection.
2. Number filters can be applied to both Number and text.
3. Text filter can be applied to both text and numbers.
4. Text filter is activated and offered in the context menu only when the selection data is text.
- 5.

Correct Answer: 4.

Question 4: You have split the window in Excel 2010 and are updating a cell data in the lower part. When will the data get updated in the upper part?

1. After saving the file.
2. After closing the split view
3. As and when you type
4. After pressing [Enter] button
- 5.

Correct Answer: 3.

Question 5: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>
2. []
3. ()
4. {}
- 5.

Correct Answer: 3.

Question 6: You have a workbook with three spreadsheets named "First", "Second" and "Third", in that order. You have currently selected the cell AB23 of "Second". You want to select the cell A5 of "Third". Which of the following will you type in the name box to jump to that cell?

1. [next]!A5
2. third!a5
3. last!A5
4. Any of the above (all of them will work)
- 5.

Correct Answer: 2.

Question 7: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 8: Which of the following is true for sparklines in Excel 2010?

1. The data range and location range may be in different row and column.
2. The data range and location range may be in different row but must be in same column.
3. The data range and location range may be in different column but

must be in same row.

4. The data range and location range must be in either same row or same column.

5.

Correct Answer: 4.

Question 9: How will you reposition the sheets among themselves?

1. By Drag and Drop

2. By setting preferences on the backstage view

3. By setting preferences on the "Layout" tab.

4. None of the above

5.

Correct Answer: 1.

Question 10: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format

2. Insert

3. Home

4. Design

5.

Correct Answer: 1.

Question 11: What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F

2. Alt + F , M

3. Ctrl + M,F

4. Alt + Shift + M,F

5.

Correct Answer: 1.

Question 12: Which of the following is not an option available in the picture correction tools in Excel 2010?

1. Brightness
2. Contrast
3. Sharpness
4. Rotation
- 5.

Correct Answer: 4.

Question 13: In the formula $= (B4+25)/SUM(D5:F5)$, what is evaluated first?

1. $B4 + 25$
2. $SUM(D5:F5)$
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 14: How to auto fill the values with the conditional formula given that the formula to be applied depends on the values in cells of the adjacent left hand side column?

1. Stretch the + sign downwards after entering the formula and hitting enter for the first entry.
2. typing the formula for each cell.
3. generalizing the formula for each cell and then applying it.
4. None of the above.
- 5.

Correct Answer: 1.

Question 15: Which of the following is not allowed to be configured for the font within a cell when defining a new cell style?

1. Strikethrough style on font
2. underlining of the font
3. Subscripting of font

4. double underlining of font
5. None of the above

Correct Answer: 4.

Question 16: Which of the following is not an option for printing from a workbook?

1. Print Selection
2. Print Entire Workbook
3. Print Current Sheet
4. Print Active Sheets
- 5.

Correct Answer: 3.

Question 17: Sort action can be applied to both text and numbers. How will it work when the cell data has both numbers and text?

1. Both are sorted separately.
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3. The cells would be splitted
4. The data will be sorted using the ASCII codes making the cells beginning with numbers being sorted first (ascending order sort)
- 5.

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2. paste formulas
3. paste transpose
4. paste formatting
5. None of the above.

Correct Answer: 5.

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1. Copy
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3. criteria range
4. All of the above
- 5.

Correct Answer: 1.

Question 20: How many types of sparklines are available in Excel 2010?

1. 2
2. 3
3. 4
4. 5
- 5.

Correct Answer: 2.

Question 21: Which of the following can you configure in a cell style?

1. Cell background color
2. Cell Font color
3. Cell Visibility
4. All of the above
- 5.

Correct Answer: 4.

Question 22: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders
4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

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3. Page Layout
4. None of the above
- 5.

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2. Style
3. Tone
4. Color Density
- 5.

Correct Answer: 1.

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1. Bar charts are always empty in the beginning.
2. Color of the Bar chart has to be changed.
3. The cells for which the chart was to be generated was not selected.
4. Any of the above.
- 5.

Correct Answer: 3.

Question 1: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling

4. Formula

5.

Correct Answer: 4.

Question 2: Is it possible to make a hyperlink to a particular cell in another sheet in the same workbook in only a part of text of a particular cell in another sheet of the same workbook?

1. Yes, always

2. No

3. Yes, Only in case the cell being used as hyperlink does not contain numbers

4. Yes, Only in case the cell being used as target does not contain numbers

5.

Correct Answer: 2.

Question 3: On which of the following tabs will you be able to name a cell range?

1. Home

2. Insert

3. Data

4. View

5. All of the above

Correct Answer: 5.

Question 4: You have selected Columns D and E. You want to hide them. Which button on the Home tab in the Ribbon bar of Excel 2010 will present you with the option for the same?

1. Format

2. Delete

3. Insert

4. Edit

5.

Correct Answer: 1.

Question 5: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account
2. Facebook Account
3. Windows Live account
4. Google account
- 5.

Correct Answer: 3.

Question 6: You merged multiple cells with unique data and then used the "unmerge" function. What will happen after 'un-merging'?

1. The data which was deleted from the sheet will be restored.
2. The data will be sent to clipboard.
3. Excel will ask you if you want to restore the data or not.
4. None of the above
- 5.

Correct Answer: 4.

Question 7: What are sorting levels used for?

1. Number of times the sorting has to be done.
2. The preferred order of sorting on different parameters.
3. To determine the number of rows to be sorted.
4. To determine the number of columns to be sorted.
- 5.

Correct Answer: 2.

Question 8: Which of the following is not a 'margin' in Excel 2010?

1. Top
2. Center
3. Bottom
4. Left
5. Right

Correct Answer: 2.

Question 9: What are named ranges used for?

1. To limit the values which can be entered in a sheet
2. To verify the range of the values entered in a selected part of the sheet
3. To give a custom name to a part of a sheet in a workbook
4. none of the above.
- 5.

Correct Answer: 3.

Question 10: Which of the following option will you select under the 'Conditional Formatting' menu to remove the rules from the sheet?

1. Remove Rule
2. Clear Rule
3. Data rules
4. Icon Set rules
5. Top 10

Correct Answer: 2.

Question 11: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders
4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

Question 12: You have a workbook with three spreadsheets named "First", "Second" and "Third", in that order. You have currently selected the cell AB23 of "Second". You want to select the cell A5 of "Third". Which of the following will you type in the name box to jump to that cell?

1. [next]!A5
2. third!a5
3. last!A5
4. Any of the above (all of them will work)
- 5.

Correct Answer: 2.

Question 13: Which of the following view will show you a view very similar to the print preview?

1. Normal
2. Page Break Preview
3. Page Layout
4. All of the above
- 5.

Correct Answer: 3.

Question 14: You inserted a new bar chart but the graph was shown as empty. What could be the reason?

1. Bar charts are always empty in the beginning.
2. Color of the Bar chart has to be changed.
3. The cells for which the chart was to be generated was not selected.
4. Any of the above.
- 5.

Correct Answer: 3.

Question 15: Which of the following is true when you are applying a filter?

1. Both number and text filter can be applied to same selection.
2. Number filters can be applied to both Number and text.
3. Text filter can be applied to both text and numbers.
4. Text filter is activated and offered in the context menu only when the selection data is text.
- 5.

Correct Answer: 4.

Question 16: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 17: You are currently showing the prices of items in your sheet as simple numbers and want to add the currency in front of every number. On which of the following sections of the Home tab of Excel 2010 can you do this?

1. Font
2. Number
3. Cells
4. Editing
5. Styles

Correct Answer: 2.

Question 18: How to auto fill the values with the conditional formula given that the formula to be applied depends on the values in cells of the adjacent left hand side column?

1. Stretch the + sign downwards after entering the formula and hitting enter for the first entry.
2. typing the formula for each cell.
3. generalizing the formula for each cell and then applying it.
4. None of the above.
- 5.

Correct Answer: 1.

Question 19: You have used the hyperlinking feature in Excel 2010 to link from one sheet of the workbook to another sheet's cell. What will happen when you click on the cell being used as the link?

1. Excel will ask you choose an option.
2. Excel will open the sheet
3. Excel will open the respective sheet and select the cell which was linked to.
4. None of the above
- 5.

Correct Answer: 3.

Question 20: Where will you find the name manager so that you could create a new name for a range?

1. Home tab
2. Insert Tab
3. View Tab
4. Data Tab
5. None of the above.

Correct Answer: 5.

Question 21: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 22: You have pressed the "New Window" button on the View tab of Excel 2010. How will Excel 2010 react?

1. It will open a new window with blank template.
2. It will open a new window with the contents of the current work book.
3. It will open a new window with a single sheet in the workbook with the content of the current sheet.

4. None of the above.
- 5.

Correct Answer: 2.

Question 23: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

Question 24: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

Question 25: Which of the following will you change or apply to a picture if you wanted to blur it?

1. Artistic Effects
2. Style
3. Tone
4. Color Density
- 5.

Correct Answer: 1.

Question 1: Where will you find the name manager so that you could create a new name for a range?

1. Home tab
2. Insert Tab
3. View Tab
4. Data Tab
5. None of the above.

Correct Answer: 5.

Question 2: You have a large workbook which slows down the loading and saving process in Excel 2010. Which of the following file type will you change it so that the workbook loads and saves faster?

1. Binary workbook
2. OpenDocument spreadsheet
3. Excel 97 - 2003
4. Template
- 5.

Correct Answer: 1.

Question 3: You want to sort from left to right rather from top to bottom. Where can you change the setting for this?

1. On the sort window
2. On the Review tab
3. On the backstage view
4. None of the above
- 5.

Correct Answer: 1.

Question 4: How many page orders are available for printing in Excel 2010? The page orders determine the sequence in which the pages will be printed.

1. 1
2. 2
3. 3

4. 4
5. None of the above

Correct Answer: 2.

Question 5: Which of the following is not an option for printing from a workbook?

1. Print Selection
2. Print Entire Workbook
3. Print Current Sheet
4. Print Active Sheets
- 5.

Correct Answer: 3.

Question 6: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>
2. []
3. ()
4. {}
- 5.

Correct Answer: 3.

Question 7: You want to see an overview of which part of the sheet will print in which page without having to see the content on different broken pages. Which view will you select for this?

1. Normal
2. Page Break Preview
3. Page Layout
4. None of the above
- 5.

Correct Answer: 2.

Question 8: You have written the numbers 1,2,3 and 4 in a column from cells A1 through A4. You want to repeat this sequence from the columns B to J.

You stretch the corner to the Column J. Which of the following options will allow you to copy the content but will leave the cell background colour to the default?

1. Copy Cells
2. Fill Series
3. Fill Formatting Only
4. Fill Without formatting
- 5.

Correct Answer: 4.

Question 9: Which of the following is true when you are applying a filter?

1. Both number and text filter can be applied to same selection.
2. Number filters can be applied to both Number and text.
3. Text filter can be applied to both text and numbers.
4. Text filter is activated and offered in the context menu only when the selection data is text.
- 5.

Correct Answer: 4.

Question 10: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format
2. Insert
3. Home
4. Design
- 5.

Correct Answer: 1.

Question 11: Which of the following can you configure in a cell style?

1. Cell background color
2. Cell Font color
3. Cell Visibility

4. All of the above
- 5.

Correct Answer: 4.

Question 12: What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F
2. Alt + F , M
3. Ctrl + M,F
4. Alt + Shift + M,F
- 5.

Correct Answer: 1.

Question 13: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 14: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles
2. Horizontal
3. Vertical
4. Transparent
5. Cascade

Correct Answer: 4.

Question 15: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale

2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 16: How many types of icon sets are available to be implemented for a icon set rule on a set of cells in Excel 2010?

1. 1
2. 2
3. 3
4. 4
5. 5

Correct Answer: 4.

Question 17: How will you reposition the sheets among themselves?

1. By Drag and Drop
2. By setting preferences on the backstage view
3. By setting preferences on the "Layout" tab.
4. None of the above
- 5.

Correct Answer: 1.

Question 18: Which of the following tab will contain the tool / button to allow editing of comments on a Excel 2010 workbook?

1. View
2. Review
3. Home
4. Backstage view
- 5.

Correct Answer: 2.

Question 19: You want to delete all comments on a page. Since the sheet has a lot of comments, you do not want to delete them one by one. Which of

the following keyboard shortcuts will allow you to select all the cells which contain a comment?

1. Ctrl + W
2. Ctrl + F9
3. Ctrl + Shift + O
4. Ctrl + Shift + Q
- 5.

Correct Answer: 3.

Question 20: Which tab will allow you to change the font style?

1. Format
2. Design
3. Home
4. Layout
- 5.

Correct Answer: 3.

Question 21: Which of the following has different properties than the other 3?

1. Picture
2. Screenshot
3. Clipart
4. Smart Shape
- 5.

Correct Answer: 4.

Question 22: Which of the following option will you select under the 'Conditional Formatting' menu to remove the rules from the sheet?

1. Remove Rule
2. Clear Rule
3. Data rules
4. Icon Set rules
5. Top 10

Correct Answer: 2.

Question 23: You want to get the average of more than one set of columns. Which of the following is the character you will use as a separator to the function arguments?

1. , (comma)
2. . (dot)
3. ; (semi colon)
4. ~ (tilde)
- 5.

Correct Answer: 1.

Question 24: Which of the following is true for sparklines in Excel 2010?

1. The data range and location range may be in different row and column.
2. The data range and location range may be in different row but must be in same column.
3. The data range and location range may be in different column but must be in same row.
4. The data range and location range must be in either same row or same column.
- 5.

Correct Answer: 4.

Question 25: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 1: You have selected Columns D and E. You want to hide them. Which button on the Home tab in the Ribbon bar of Excel 2010 will present you with the option for the same?

1. Format
2. Delete
3. Insert
4. Edit
- 5.

Correct Answer: 1.

Question 2: You have a large workbook which slows down the loading and saving process in Excel 2010. Which of the following file type will you change it so that the workbook loads and saves faster?

1. Binary workbook
2. OpenDocument spreadsheet
3. Excel 97 - 2003
4. Template
- 5.

Correct Answer: 1.

Question 3: Sort action can be applied to both text and numbers. How will it work when the cell data has both numbers and text?

1. Both are sorted separately.
2. The data starting with a number would be ignored
3. The cells would be splitted
4. The data will be sorted using the ASCII codes making the cells beginning with numbers being sorted first (ascending order sort)
- 5.

Correct Answer: 4.

Question 4: You have pasted a copied set of cells from one workbook into another using the "No Borders" paste special functions. Which borders are removed?

1. Top and bottom
2. Only the intermediate borders
3. All except the Intermediate borders

4. All borders including the intermediate and surrounding borders.
- 5.

Correct Answer: 4.

Question 5: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format
2. Insert
3. Home
4. Design
- 5.

Correct Answer: 1.

Question 6: You want to hide rows 7 and 10. Which row should be selected first to hide?

1. Row 7
2. Row 10
3. Both Row 7 and Row 10 can be selected before hiding. There is no need to hide one by one.
4. None of the above.
- 5.

Correct Answer: 3.

Question 7: You have created two sheets in the workbook. You want to use the name "marks" for the named range in both the sheets of the workbook. What will you change in the first named range? (Assuming that it has already been created and is functional)

1. The name of the range
2. The area specified by the range.
3. The scope of the range
4. None of the above.
- 5.

Correct Answer: 3.

Question 8: Which of the following view will show you a view very similar to the print preview?

1. Normal
2. Page Break Preview
3. Page Layout
4. All of the above
- 5.

Correct Answer: 3.

Question 9: You want to get the average of more than one set of columns. Which of the following is the character you will use as a separator to the function arguments?

1. , (comma)
2. . (dot)
3. ; (semi colon)
4. ~ (tilde)
- 5.

Correct Answer: 1.

Question 10: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles
2. Horizontal
3. Vertical
4. Transparent
5. Cascade

Correct Answer: 4.

Question 11: Which of the following option will you select under the 'Conditional Formatting' menu to remove the rules from the sheet?

1. Remove Rule

2. Clear Rule
3. Data rules
4. Icon Set rules
5. Top 10

Correct Answer: 2.

Question 12: What will you type in D10 if you were to find the average of all numbers from the cell D1 to D7?

1. =AVERAGE(D1:D7)
2. AVG(\$D1:)
3. =AVG(\$D1:\$D7)
4. AVERAGE(\$D1:\$D7)
- 5.

Correct Answer: 1.

Question 13: You have changed the scaling from 100% to 200% in Excel 2010 before printing. How have the number of pages required to print the sheet changed?

1. Number of pages required have increased by 4 times.
2. Number of pages required have increased by 2 times.
3. Number of pages required have decreased by 4 times.
4. Number of pages required have decreased by 2 times.
- 5.

Correct Answer: 1.

Question 14: You have pressed the "New Window" button on the View tab of Excel 2010. How will Excel 2010 react?

1. It will open a new window with blank template.
2. It will open a new window with the contents of the current work book.
3. It will open a new window with a single sheet in the workbook with the content of the current sheet.
4. None of the above.
- 5.

Correct Answer: 2.

Question 15: Which of the following keyboard shortcuts will you use to name a cell range?

1. F7
2. F3
3. F9
4. F5
- 5.

Correct Answer: 4.

Question 16: Enabling 'Markers' in a 'line' type sparkline will add something at the points which represent the cell data on the line? What is that 'something'?

1. Dashes
2. Dots
3. Vertical Lines
4. None of the above
- 5.

Correct Answer: 2.

Question 17: What are sorting levels used for?

1. Number of times the sorting has to be done.
2. The preferred order of sorting on different parameters.
3. To determine the number of rows to be sorted.
4. To determine the number of columns to be sorted.
- 5.

Correct Answer: 2.

Question 18: Which of the following will you change or apply to a picture if you wanted to blur it?

1. Artistic Effects
2. Style
3. Tone
4. Color Density
- 5.

Correct Answer: 1.

Question 19: In the formula $=(B4+25)/SUM(D5:F5)$,what is evaluated first?

1. B4 + 25
2. SUM(D5:F5)
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 20: Which tab will allow you to change the font style?

1. Format
2. Design
3. Home
4. Layout
- 5.

Correct Answer: 3.

Question 21: You have a named range with workbook scope called "marks" which spans the area from Columns D2 to D20 on sheet 'Sheet1' of your workbook. You want to calculate the sum of the values in this range and enter the values in the cell A5 of 'Sheet2'. Assuming that there is no named range with the same name, what shall you type in A5 of 'Sheet2'?

1. =SUM(D2:D20)
2. =SUM(marks)
3. =SUM(Sheet1!D2:D20)
4. Any of the above.
- 5.

Correct Answer: 2.

Question 22: You want to delete all comments on a page. Since the sheet has a lot of comments, you do not want to delete them one by one. Which of the following keyboard shortcuts will allow you to select all the cells which contain a comment?

1. Ctrl + W
2. Ctrl + F9
3. Ctrl + Shift + O
4. Ctrl + Shift + Q
- 5.

Correct Answer: 3.

Question 23: Which of the following characters are used to separate the cell references when determining the cell range for a formula (such as AutoSum)?

1. . (dot)
2. : (colon)
3. ; (semicolon)
4. \$ (dollar)
5. , (comma)

Correct Answer: 2.

Question 24: You have written the numbers 1 to 10 in a column and want to repeat the numbers again and again. Which of following option for the AutoFill will help you get the work done?

1. Copy Cells
2. Fill Series
3. All of the above
4. None of the above
- 5.

Correct Answer: 1.

Question 25: How many types of icon sets are available to be implemented for a icon set rule on a set of cells in Excel 2010?

1. 1
2. 2
3. 3
4. 4
5. 5

Correct Answer: 4.

Question 1: How will you reposition the sheets among themselves?

1. By Drag and Drop
2. By setting preferences on the backstage view
3. By setting preferences on the "Layout" tab.
4. None of the above
- 5.

Correct Answer: 1.

Question 2: What are 'Landscape' and 'Portrait'?

1. Sizes
2. Orientations
3. Breaks
4. Margin Styles
- 5.

Correct Answer: 2.

Question 3: Enabling 'Markers' in a 'line' type sparkline will add something at the points which represent the cell data on the line? What is that 'something'?

1. Dashes
2. Dots
3. Vertical Lines
4. None of the above
- 5.

Correct Answer: 2.

Question 4: Which of the following pair of brackets can be used to override the precedence of the operators?

1. <>
2. []
3. ()
4. {}
- 5.

Correct Answer: 3.

Question 5: What is the custom view used for?

1. Exporting the view settings
2. Changing and saving the current view settings
3. Altering the screen layout of Ribbon bar
4. Rearranging tabs on the ribbon bar
- 5.

Correct Answer: 2.

Question 6: Which of the following is not an option available in the picture correction tools in Excel 2010?

1. Brightness
2. Contrast
3. Sharpness
4. Rotation
- 5.

Correct Answer: 4.

Question 7: You want to show the numbers written in the cells of Column 'D' as 'percentage'. What keyboard shortcut will allow you to achieve the goal?

1. There is no keyboard shortcut for this function.
2. Ctrl + Shift + 5
3. Ctrl + Shift + P
4. Ctrl + Shift + F5
- 5.

Correct Answer: 2.

Question 8: Which of the following is required before you want to send the current workbook as a link in an email?

1. The document must not have password.
2. The document has to be in Excel 2007 / 2010 format.
3. The document must be stored at a shared location.

4. The document must be stored on each person's desktop before you send the email.
- 5.

Correct Answer: 3.

Question 9: Which of the following can you configure in a cell style?

1. Cell background color
2. Cell Font color
3. Cell Visibility
4. All of the above
- 5.

Correct Answer: 4.

Question 10: Which of the following view will show you a view very similar to the print preview?

1. Normal
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4. All of the above
- 5.

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1. Number of pages required have increased by 4 times.
2. Number of pages required have increased by 2 times.
3. Number of pages required have decreased by 4 times.
4. Number of pages required have decreased by 2 times.
- 5.

Correct Answer: 1.

Question 12: You have inserted a basic shape into your sheet. On which tab will you change the style of the shape?

1. Home
2. Design
3. Format
4. None of the above
- 5.

Correct Answer: 3.

Question 13: What will merge and center function do when merging more than one cells?

1. Final data will be concatenated and be aligned to the left.
2. Final data will be concatenated and be aligned to the center.
3. Final data will be concatenated and be aligned to the right.
4. Final data will be concatenated and be justified.
- 5.

Correct Answer: 2.

Question 14: Which of the following is true for sparklines in Excel 2010?

1. The data range and location range may be in different row and column.
2. The data range and location range may be in different row but must be in same column.
3. The data range and location range may be in different column but must be in same row.
4. The data range and location range must be in either same row or same column.
- 5.

Correct Answer: 4.

Question 15: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling

4. Formula
- 5.

Correct Answer: 4.

Question 16: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 17: You have a workbook with three spreadsheets named "First", "Second" and "Third", in that order. You have currently selected the cell AB23 of "Second". You want to select the cell A5 of "Third". Which of the following will you type in the name box to jump to that cell?

1. [next]!A5
2. third!a5
3. last!A5
4. Any of the above (all of them will work)
- 5.

Correct Answer: 2.

Question 18: You want to print a sheet but do not want that the gridlines should be printed along with the text. On which tab of Page Setup will you find the option for this?

1. Page
2. Sheet
3. Margins
4. Header and Footer
- 5.

Correct Answer: 2.

Question 19: You have a column (H) in one of the sheets of your workbook which contains the costs involved of items on the list. You want to align the content of the 'H' Column cells to the right. Which tab will contain the function or tool for the same?

1. View
2. Layout
3. Home
4. Design
- 5.

Correct Answer: 3.

Question 20: Which of the following is not an option for arranging windows of different workbooks in Excel 2010?

1. Tiles
2. Horizontal
3. Vertical
4. Transparent
5. Cascade

Correct Answer: 4.

Question 21: What key would you press if you had to quickly insert a formula for the 'COUNT' function in your spreadsheet?

1. Alt + M, F
2. Alt + F , M
3. Ctrl + M,F
4. Alt + Shift + M,F
- 5.

Correct Answer: 1.

Question 22: Which of the following is not a category of formulas available in Excel 2010?

1. Logical
2. Date and Time

3. Financial
4. Scientific
- 5.

Correct Answer: 4.

Question 23: You have hidden the Columns D and E. Which of the following Column(s) will you select before you click the "Format" button to 'unhide' them?

1. Column C
2. Column F
3. Columns C and D
4. Columns C through F
- 5.

Correct Answer: 4.

Question 24: You have opened the Page Setup Window for printing the sheet. You want the Row 1 to be printed on each page. What will you enter on the "Rows to repeat at the top" box to make sure that Row number 1 appears on all pages printed.

1. \$1
2. \$1:\$
3. \$1:\$1
4. \$1,0
- 5.

Correct Answer: 3.

Question 25: You have a named range with workbook scope called "marks" which spans the area from Columns D2 to D20 on sheet 'Sheet1' of your workbook. You want to calculate the sum of the values in this range and enter the values in the cell A5 of 'Sheet2'. Assuming that there is no named range with the same name, what shall you type in A5 of 'Sheet2'?

1. =SUM(D2:D20)
2. =SUM(marks)
3. =SUM(Sheet1!D2:D20)

4. Any of the above.
- 5.

Correct Answer: 2.

Question 1: Which of the following characters are used to separate the cell references when determining the cell range for a formula (such as AutoSum)?

1. . (dot)
2. : (colon)
3. ; (semicolon)
4. \$ (dollar)
5. , (comma)

Correct Answer: 2.

Question 2: What will you type in D10 if you were to find the average of all numbers from the cell D1 to D7?

1. =AVERAGE(D1:D7)
2. AVG(\$D1:)
3. =AVG(\$D1:\$D7)
4. AVERAGE(\$D1:\$D7)
- 5.

Correct Answer: 1.

Question 3: You have written the numbers 1 to 10 in a column and want to repeat the numbers again and again. Which of following option for the AutoFill will help you get the work done?

1. Copy Cells
2. Fill Series
3. All of the above
4. None of the above
- 5.

Correct Answer: 1.

Question 4: Which of the following has different properties than the other 3?

1. Picture
2. Screenshot
3. Clipart
4. Smart Shape
- 5.

Correct Answer: 4.

Question 5: You have copied a set of cells and pasted it in 'trasposed' format. What has happened to the contents?

1. The Top row and top column are not pasted
2. Rows become Columns and vice versa
3. The order of rows is changed.
4. The order of both rows and columns are changed
5. None of the above

Correct Answer: 2.

Question 6: Which tab will allow you to change the font style?

1. Format
2. Design
3. Home
4. Layout
- 5.

Correct Answer: 3.

Question 7: How many types of sparklines are available in Excel 2010?

1. 2
2. 3
3. 4
4. 5
- 5.

Correct Answer: 2.

Question 8: Which of the following cannot be done when you are saving a Workbook in PDF format?

1. The file cannot have a password.
2. The file cannot have names longer than 16 characters.
3. The gridlines cannot be seen when the exported PDF is opened.
4. All of the above
- 5.

Correct Answer: 1.

Question 9: What is name box used for?

1. To name a cell
2. To create a new sheet in the workbook
3. To jump to a cell
4. To rearrange the names of the cells automatically after adjustments.
- 5.

Correct Answer: 3.

Question 10: Which of the following is not a category of formulas available in Excel 2010?

1. Logical
2. Date and Time
3. Financial
4. Scientific
- 5.

Correct Answer: 4.

Question 11: Which of the following keyboard shortcuts will you use to name a cell range?

1. F7
2. F3
3. F9
4. F5
- 5.

Correct Answer: 4.

Question 12: Which of the following cannot be imported as a data source in Excel 2010?

1. Text File
2. Access Database
3. Web (Web Pages)
4. From SQL Server
5. None of the above.

Correct Answer: 5.

Question 13: Which of the following can you configure in a cell style?

1. Cell background color
2. Cell Font color
3. Cell Visibility
4. All of the above
- 5.

Correct Answer: 4.

Question 14: What will merge and center function do when merging more than one cells?

1. Final data will be concatenated and be aligned to the left.
2. Final data will be concatenated and be aligned to the center.
3. Final data will be concatenated and be aligned to the right.
4. Final data will be concatenated and be justified.
- 5.

Correct Answer: 2.

Question 15: Which of the following parameters cannot be used to sort a group of cells?

1. Cell Size
2. Cell Color
3. Cell Font Color

4. Cell Value
- 5.

Correct Answer: 1.

Question 16: You want to print only 2 spreadsheets from your workbook which contains 7 sheets. You have already selected the required sheets. On which menu will you find the option to print (only) the selected sheets?

1. Home
2. Review
3. Page Layout
4. File
- 5.

Correct Answer: 4.

Question 17: You want to apply colouring to your tabs. How will you do it?

1. By dragging a color from Home tab on to the sheet tab
2. By right clicking the tab
3. By clicking on the "format as table" button on the Home tab
4. None of the above
- 5.

Correct Answer: 2.

Question 18: Which of following setting will not be stored in a custom view?

1. The Layout information
2. The Page split view information
3. The interface color selection information.
4. The "Gridlines" view information
- 5.

Correct Answer: 3.

Question 19: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)

3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 20: You want to delete all comments on a page. Since the sheet has a lot of comments, you do not want to delete them one by one. Which of the following keyboard shortcuts will allow you to select all the cells which contain a comment?

1. Ctrl + W
2. Ctrl + F9
3. Ctrl + Shift + O
4. Ctrl + Shift + Q
- 5.

Correct Answer: 3.

Question 21: You have deleted a sheet by right clicking a sheet tab and selecting 'Delete'. Now you press "Ctrl + Z". How will Excel 2010 react?

1. The sheet will be restored.
2. Nothing will happen.
3. Excel will ask you to choose action between Restoring the sheet or undoing last action on a tab which was not deleted.
4. Excel will undo the last action whether it be deletion of sheet or any other changes in the document and notify on the taskbar.
- 5.

Correct Answer: 2.

Question 22: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 23: Which of the following types of accounts are required to use the skydrive sharing in Excel 2010?

1. Ensemble Studios account
2. Facebook Account
3. Windows Live account
4. Google account
- 5.

Correct Answer: 3.

Question 24: On which tab will you find the tools which will help you create a chart?

1. Home
2. Insert
3. Review
4. View
5. None of the above.

Correct Answer: 2.

Question 25: You have changed the scaling from 100% to 200% in Excel 2010 before printing. How have the number of pages required to print the sheet changed?

1. Number of pages required have increased by 4 times.
2. Number of pages required have increased by 2 times.
3. Number of pages required have decreased by 4 times.
4. Number of pages required have decreased by 2 times.
- 5.

Correct Answer: 1.

Question 1: You have a workbook with three spreadsheets named "First", "Second" and "Third", in that order. You have currently selected the cell AB23 of "Second". You want to select the cell A5 of "Third". Which of the following will you type in the name box to jump to that cell?

1. [next]!A5
2. third!a5
3. last!A5
4. Any of the above (all of them will work)
- 5.

Correct Answer: 2.

Question 2: How will you reposition the sheets among themselves?

1. By Drag and Drop
2. By setting preferences on the backstage view
3. By setting preferences on the "Layout" tab.
4. None of the above
- 5.

Correct Answer: 1.

Question 3: You have copied a set of cells and pasted it in 'trasposed' format. What has happened to the contents?

1. The Top row and top column are not pasted
2. Rows become Columns and vice versa
3. The order of rows is changed.
4. The order of both rows and columns are changed
5. None of the above

Correct Answer: 2.

Question 4: Which of the following cannot be imported as a data source in Excel 2010?

1. Text File
2. Access Database
3. Web (Web Pages)
4. From SQL Server
5. None of the above.

Correct Answer: 5.

Question 5: Which of the following view will show you a view very similar to the print preview?

1. Normal
2. Page Break Preview
3. Page Layout
4. All of the above
- 5.

Correct Answer: 3.

Question 6: You have inserted a basic shape into your sheet. On which tab will you change the style of the shape?

1. Home
2. Design
3. Format
4. None of the above
- 5.

Correct Answer: 3.

Question 7: You are using a picture as a background for a basic shape inserted into the sheet. You wish to change the 'border style' of the picture within the shape. Which of the following tabs will appear 'twice' on the ribbon bar?

1. Format
2. Insert
3. Home
4. Design
- 5.

Correct Answer: 1.

Question 8: You want to hide rows 7 and 10. Which row should be selected first to hide?

1. Row 7
2. Row 10
3. Both Row 7 and Row 10 can be selected before hiding. There is no

need to hide one by one.

4. None of the above.

5.

Correct Answer: 3.

Question 9: Where will you find the name manager so that you could create a new name for a range?

1. Home tab

2. Insert Tab

3. View Tab

4. Data Tab

5. None of the above.

Correct Answer: 5.

Question 10: Which of the following has different properties than the other 3?

1. Picture

2. Screenshot

3. Clipart

4. Smart Shape

5.

Correct Answer: 4.

Question 11: How many types of sparklines are available in Excel 2010?

1. 2

2. 3

3. 4

4. 5

5.

Correct Answer: 2.

Question 12: You have opened the Page Setup Window for printing the sheet. You want the Row 1 to be printed on each page. What will you enter on the "Rows to repeat at the top" box to make sure that Row number 1 appears on all pages printed.

1. \$1
2. \$1:\$
3. \$1:\$1
4. \$1,0
- 5.

Correct Answer: 3.

Question 13: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

Question 14: In the formula $=(B4+25)/SUM(D5:F5)$, what is evaluated first?

1. $B4 + 25$
2. $SUM(D5:F5)$
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 15: Which of the following commands are implicitly available from being added to the Quick Access Toolbar?

1. Email
2. Quick Print
3. Spelling

4. Formula
- 5.

Correct Answer: 4.

Question 16: Which of the following is not an option for the Excel 2010's AutoFill function?

1. Copy Cells
2. Copy Cells without formatting
3. Fill Series
4. Fill formatting only
5. Fill Without Formatting

Correct Answer: 2.

Question 17: You have split the window in Excel 2010 and are updating a cell data in the lower part. When will the data get updated in the upper part?

1. After saving the file.
2. After closing the split view
3. As and when you type
4. After pressing [Enter] button
- 5.

Correct Answer: 3.

Question 18: You have changed the scaling from 100% to 200% in Excel 2010 before printing. How have the number of pages required to print the sheet changed?

1. Number of pages required have increased by 4 times.
2. Number of pages required have increased by 2 times.
3. Number of pages required have decreased by 4 times.
4. Number of pages required have decreased by 2 times.
- 5.

Correct Answer: 1.

Question 19: You inserted a new bar chart but the graph was shown as empty. What could be the reason?

1. Bar charts are always empty in the beginning.
2. Color of the Bar chart has to be changed.
3. The cells for which the chart was to be generated was not selected.
4. Any of the above.
- 5.

Correct Answer: 3.

Question 20: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 21: How do you visually recognize the cells in Excel 2010 which contain a comment?

1. It will have a green triangle on the corner.
2. It will have a blue triangle on the corner.
3. It will have a red triangle on the corner.
4. It will have a green square on the corner.
- 5.

Correct Answer: 3.

Question 22: Which of following setting will not be stored in a custom view?

1. The Layout information
2. The Page split view information
3. The interface color selection information.
4. The "Gridlines" view information
- 5.

Correct Answer: 3.

Question 23: Which of the following can you configure in a cell style?

1. Cell background color
2. Cell Font color
3. Cell Visibility
4. All of the above
- 5.

Correct Answer: 4.

Question 24: Can you name multiple cells in Excel 2010?

1. Yes, always
2. Yes, only in the Home and Student Edition
3. Yes, in any registered and activated copy
4. No
- 5.

Correct Answer: 1.

Question 25: Which of the following is required before you can use the filter function in Excel 2010?

1. The top row should have the headers determining the content
2. The top row must be selected
3. The left most column must be selected
4. Some set of cells must be selected
- 5.

Correct Answer: 4.

Question 1: In the formula $= (B4+25)/SUM(D5:F5)$,what is evaluated first?

1. $B4 + 25$
2. $SUM(D5:F5)$
3. Both of the above
4. It depends on the Operating System.
- 5.

Correct Answer: 1.

Question 2: You have a column (H) in one of the sheets of your workbook which contains the costs involved of items on the list. You want to align the content of the 'H' Column cells to the right. Which tab will contain the function or tool for the same?

1. View
2. Layout
3. Home
4. Design
- 5.

Correct Answer: 3.

Question 3: Which of the following is not allowed to be configured for the font within a cell when defining a new cell style?

1. Strikethrough style on font
2. underlining of the font
3. Subscripting of font
4. double underlining of font
5. None of the above

Correct Answer: 4.

Question 4: What are sorting levels used for?

1. Number of times the sorting has to be done.
2. The preferred order of sorting on different parameters.
3. To determine the number of rows to be sorted.
4. To determine the number of columns to be sorted.
- 5.

Correct Answer: 2.

Question 5: You want to get the average of more than one set of columns. Which of the following is the character you will use as a separator to the function arguments?

1. , (comma)
2. . (dot)
3. ; (semi colon)
4. ~ (tilde)
- 5.

Correct Answer: 1.

Question 6: You are trying to link to the region demonstrated by cells F10 through G11 in Sheet1 from another sheet, Sheet3. You are using the cell J9 on Sheet3 as the hyperlink. Which of the following texts will you type in the 'Cell Reference' box while creating the hyperlink so that the region is linked to?

By 'region', we mean a rectangular box made of cells as its part.

1. Sheet1!F10,G11
2. Sheet3!J9:F10,G11
3. Sheet1!F10:G11
4. Sheet3!G11:F10
- 5.

Correct Answer: 3.

Question 7: Which of the following operators is the evaluated first?

1. : (colon)
2. , (comma)
3. - (minus)
4. % (percentage)
- 5.

Correct Answer: 1.

Question 8: What are 'Landscape' and 'Portrait'?

1. Sizes
2. Orientations
3. Breaks
4. Margin Styles
- 5.

Correct Answer: 2.

Question 9: You have used the hyperlinking feature in Excel 2010 to link from one sheet of the workbook to another sheet's cell. What will happen when you click on the cell being used as the link?

1. Excel will ask you choose an option.
2. Excel will open the sheet
3. Excel will open the respective sheet and select the cell which was linked to.
4. None of the above
- 5.

Correct Answer: 3.

Question 10: Which of the following will change the view of the workbook environment from normal layout to Page layout?

1. Alt + W,L
2. Alt + W,P
3. Alt + W,I
4. Alt + V,P
- 5.

Correct Answer: 2.

Question 11: You have inserted a basic shape into your sheet. On which tab will you change the style of the shape?

1. Home
2. Design
3. Format
4. None of the above
- 5.

Correct Answer: 3.

Question 12: Which of the following is not available in the Picture color tools in Excel 2010?

1. Saturation
2. Hue
3. Recolor
4. Tone
- 5.

Correct Answer: 2.

Question 13: You want to hide rows 7 and 10. Which row should be selected first to hide?

1. Row 7
2. Row 10
3. Both Row 7 and Row 10 can be selected before hiding. There is no need to hide one by one.
4. None of the above.
- 5.

Correct Answer: 3.

Question 14: Which of the following options on the backstage will allow you to edit the commands listed on the Quick Access Toolbar?

1. Info
2. Help
3. Options
4. Print
- 5.

Correct Answer: 3.

Question 15: You want to delete all comments on a page. Since the sheet has a lot of comments, you do not want to delete them one by one. Which of the following keyboard shortcuts will allow you to select all the cells which contain a comment?

1. Ctrl + W
2. Ctrl + F9
3. Ctrl + Shift + O

4. Ctrl + Shift + Q
- 5.

Correct Answer: 3.

Question 16: How do you visually recognize the cells in Excel 2010 which contain a comment?

1. It will have a green triangle on the corner.
2. It will have a blue triangle on the corner.
3. It will have a red triangle on the corner.
4. It will have a green square on the corner.
- 5.

Correct Answer: 3.

Question 17: You want to sort from left to right rather from top to bottom. Where can you change the setting for this?

1. On the sort window
2. On the Review tab
3. On the backstage view
4. None of the above
- 5.

Correct Answer: 1.

Question 18: You want to state the grades for students in a subject. Which technique will you use to determine the Grades using a single formula when using the IF condition?

1. Nesting
2. Boolean OR (| operator)
3. OR keyword
4. Any one of the above
5. none of the above

Correct Answer: 1.

Question 19: Which of the following is required before you want to send the current workbook as a link in an email?

1. The document must not have password.
2. The document has to be in Excel 2007 / 2010 format.
3. The document must be stored at a shared location.
4. The document must be stored on each person's desktop before you send the email.
- 5.

Correct Answer: 3.

Question 20: You have copied a set of cells and pasted it in 'trasposed' format. What has happened to the contents?

1. The Top row and top column are not pasted
2. Rows become Columns and vice versa
3. The order of rows is changed.
4. The order of both rows and columns are changed
5. None of the above

Correct Answer: 2.

Question 21: What will you type in D10 if you were to find the average of all numbers from the dell D1 to D7?

1. =AVERAGE(D1:D7)
2. AVG(\$D1:)
3. =AVG(\$D1:\$D7)
4. AVERAGE(\$D1:\$D7)
- 5.

Correct Answer: 1.

Question 22: On which of the following tabs will you be able to name a cell range?

1. Home
2. Insert
3. Data
4. View
5. All of the above

Correct Answer: 5.

Question 23: You want to change the 3D rotation, frame and layout of the picture. Which of the following tool will allow you for that?

1. Picture Border
2. Picture Effect
3. Picture Layout
4. Picture Style
- 5.

Correct Answer: 4.

Question 24: Which of the following is not a style of conditional formatting for value based rule for cells?

1. 2 color scale
2. 3 color scale
3. 4 color scale
4. Data bar
5. Icon set

Correct Answer: 3.

Question 25: Which of the following action is an 'addition' to the filter function when using the advanced filter?

1. Copy
2. List Range
3. criteria range
4. All of the above
- 5.

Correct Answer: 1.