

# IT Quiz MCQ PDF

1. You can use the formula palette to
  - (A) Format cells containing numbers
  - (B) Create and edit formula containing functions
  - (C) Enter assumptions data
  - (D) Copy a range of cells
2. When a range is selected, how can you activate the previous cell?
  - (A) Press the Alt key
  - (B) Press Tab
  - (C) Press Enter
  - (D) None of above
3. Which tool you will use to join some cells and place the content at the middle of joined cell?
  - (A) From Format Cells dialog box click on Merge Cells check box
  - (B) From Format Cells dialog box select the cantered alignment
  - (C) From Format Cells dialog box choose Merge and centre check box
  - (D) Click on Merge and centre tool on formatting toolbar
4. Tab scroll buttons are place on Excel screen
  - (A) Towards the bottom right corner
  - (B) Towards the bottom left corner
  - (C) Towards the top right corner
  - (D) Towards the top left corner
5. The Name box on to the left of formula bar
  - (A) Shows the name of workbook currently working on
  - (B) Shows the name of worksheet currently working on
  - (C) Shows the name of cell or range currently working on
  - (D) None of above
6. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?
  - (A) Work sheet
  - (B) Chart sheet
  - (C) Module sheet
  - (D) Data sheet
7. Which of the following is not the correct method of editing the cell content?
  - (A) Press the Alt key

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- (B) Press the F2 key
- (C) Click the formula bar
- (D) Double click the cell

8. You can merge the main document with data source in Excel. In mail merge operation, Word is usually

- (A) Server
- (B) Source
- (C) Client
- (D) None

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

- (A) F8
- (B) F9
- (C) F10
- (D) F11

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

- (A) Custom list
- (B) Auto fill options
- (C) Fill across worksheet
- (D) Fill series

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

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

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

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

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

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

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

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

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

- (A) Add
- (B) Subtract
- (C) Divide
- (D) SQRT

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

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

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

- (A) Data will be entered in the adjacent cells
- (B) No data will be entered in the adjacent cells
- (C) There is no suitable abbreviation for the text
- (D) There is not time to format the text

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

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

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19. Which of the cell pointer indicates that you can fill series?  
(A) Doctor's symbol (Big Plus)  
(B) Small thin plus icon  
(C) Mouse Pointer with anchor at the tip  
(D) None of above
20. Which of the cell pointer indicate that you can move the content to other cell?  
(A) Big Plus  
(B) Small thin plus icon  
(C) Mouse Pointer with anchor at the tip  
(D) None of above
21. You can auto fit the width of column by  
(A) Double clicking on the column name on column header  
(B) Double click on the cell pointer in worksheet  
(C) Double clicking on column right border on column header  
(D) Double clicking on the column left border of column header
22. Long text can be broken down into many lines within a cell. You can do this through  
(A) Wrap Text in Format >> Cells  
(B) Justify in Edit >> Cells  
(C) Text wrapping in Format >> Cells, Layout tab  
(D) All of above
23. MS Excel provides the default value for step in Fill Series dialog box  
(A) 0  
(B) 1  
(C) 5  
(D) 10
24. When a row of data is to be converted into columns  
(A) Copy the cells in row, select the same number of cells in row and paste  
(B) Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK  
(C) Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK  
(D) Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK

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25. Ctrl + D shortcut key in Excel will

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

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

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

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

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

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

- (A) Linear
- (B) Growth
- (C) Autofill
- (D) Time

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

- (A) Validation
- (B) Formats
- (C) Formulas
- (D) All of above

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

- (A) Square
- (B) Percentage
- (C) Goal Seek
- (D) Divide

31. Edit >> Delete command

- (A) Deletes the content of a cell
- (B) Deletes Formats of cell

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- (C) Deletes the comment of cell
- (D) Deletes selected cells

32. To remove the content of selected cells you must issue \_\_\_\_\_ command

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

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

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

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

- (A) From Edit menu choose Clear and then Formats
- (B) From Edit menu choose Delete
- (C) Click on Remove Formatting tool on Standard Toolbar
- (D) Double click the Format Painter and then press Esc key in keyboard

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

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

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

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

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

- (A) You can Find and Replace within the sheet or workbook
- (B) Excel does not have option to match case for find
- (C) Both are valid

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(D) None are valid

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

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

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

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

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

- (A) Ctrl + R
- (B) Ctrl + Shift + R
- (C) Ctrl + H
- (D) Ctrl + F

41. percentage in Excel?

- (A) 10
- (B) 100
- (C) 300
- (D) 500

42. The spelling tool is placed on \_\_\_\_\_ toolbar

- (A) Standard
- (B) Formatting
- (C) Drawing
- (D) Reviewing

43. If you need a text to show vertically in a cell. How will you achieve this?

- (A) Choose Vertical on Text alignment in Format Cells dialog box
- (B) Choose 90 Degrees in Orientation of Format Cells dialog box
- (C) Choose Distributed from the Vertical drop down list of Format Cells dialog box

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(D) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

44. Can you set 0.5 inch left indentation for a cell in Excel?

- (A) Excel does not have indentation feature
- (B) You can specify indentation only if you turn the rulers on
- (C) Indentation can be set from Format Cells dialog box
- (D) The indentation can be specified only when printing

45. You can automatically adjust the size of text in a cell if they do not fit in width by

- (A) Double clicking on the right border of column header
- (B) From Format choose Columns and then Autofit Selection
- (C) From Format Cells dialog box mark Shrink to fit check box
- (D) All of above

46. Formatting a cell in Currency, you can specify

- (A) Decimal Places
- (B) Currency Symbol
- (C) Both of above
- (D) None of above

47. Formatting a cell in Number format you can't set

- (A) Decimal Places
- (B) Use 1000 separator
- (C) Negative numbers
- (D) Currency Symbol

48. What is entered by the function =today()

- (A) The date value for the day according to system clock
- (B) The time value according to system clock
- (C) Today's date as Text format
- (D) All of above

49. Which function will you use to enter current time in a worksheet cell?

- (A) =today()
- (B) =now()
- (C) =time()
- (D) =currentTime()



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50. Special category of Number tab in Format Cells dialog box can be used to apply formats like

- (A) Zip Code
- (B) Phone Number
- (C) Both of above
- (D) None of above

51. Merge cells option can be applied from?

- (A) Format cells dialog box alignment tab
- (B) Formatting toolbar
- (C) Both of the above
- (D) None of the both

52. Pre-made sheet formats like simple, classic, accounting, colourful etc. can be applied from?

- (A) From format >> cells
- (B) From format >> autoformat
- (C) From table >> autoformat
- (D) All of the above

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

- (A) Number format
- (B) Border format
- (C) Font format
- (D) All of the above

54. How can you remove borders applied in cells?

- (A) Choose none on border tab of format cells
- (B) Open the list on border tool in formatting toolbar then choose first tool (no border)
- (C) Both A & B
- (D) None of the above

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

- (A) Choose required colour from patterns tab of format cells dialog box
- (B) Choose required colour on fill colour tool in formatting toolbar
- (C) Choose required colour on fill tool in drawing toolbar
- (D) All of the above

56. You can set page border in Excel?

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- (A) From border tab in format cells dialog box
- (B) From border tool in formatting toolbar
- (C) From line style tool in drawing toolbar
- (D) You cannot set page border in Excel

57. When all the numbers between 0 and 100 in a range should be displayed in red colour apply?

- (A) Use = if() function to the format the required numbers red
- (B) Apply conditional formatting command on format menu
- (C) Select the cell that contain number between 0 and 100 then click red colour on text colour tool
- (D) None of these

58. You can check the conditions against \_\_\_\_\_ when applying conditional formatting?

- (A) Cell value
- (B) Formula
- (C) Both A & B
- (D) None of the above

59. Which of the following is not true regarding conditional formatting?

- (A) You can add more than one condition to check
- (B) You can set condition to look for bold and apply italics on them
- (C) You can apply font, border and pattern formats that meets the specified conditions
- (D) You can delete any condition from conditional formatting dialog box if it is not required

60. Which of the following is invalid statement?

- (A) Sheet tab can be coloured
- (B) Some pictures can be applied as a background of a sheet
- (C) You can set the column width automatically fit the amount of text
- (D) The width of a row and be specified manually or fit automatically

61. Which of the following is invalid regarding the protection in Excel?

- (A) Protect sheet
- (B) Protect workbook
- (C) Protect workspace
- (D) All of the above

62. The trace Precedence on auditing shows?

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- (A) Which cells are used in current formula
- (B) In which formula the current cell is used
- (C) Which cells are used in this formula and in which formula this cell is used
- (D) None of the above

63. The trace dependence in auditing shows?

- (A) Which cells are used in current formula
- (B) In which formula the current cell is used
- (C) Which cells are used in this formula and in which formula this cell is used
- (D) All of the above

64. The arrow created by auditing can be removed by?

- (A) Click on the arrow and press delete
- (B) Click on remove all arrows on formula auditing toolbar
- (C) Both A & B
- (D) None of these

65. Which of the following options is not available to remove arrows of formula auditing?

- (A) Remove all precedent arrows
- (B) Remove all dependent arrows
- (C) Remove all arrows
- (D) Remove all arrows for this cell

66. Excel is a good application for what if analysis. Which of the following tool help you for this?

- (A) Formula auditing
- (B) Research
- (C) Track change
- (D) Goal seek

67. Which of the following tool you will use in Excel to see what must be the value of a cell to get required result?

- (A) Formula auditing
- (B) Research
- (C) Track change
- (D) Goal seek

68. To apply goal seek command your cell pointer must be in?

- (A) The changing cell whose value you need to find
- (B) The result cell where formula is entered

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- (C) The cell where your targeted value is entered
- (D) None of the above

69. Which of the following is not what if analysis tool in Excel?

- (A) Goal seek
- (B) Scenarios
- (C) Macros
- (D) None of the above

70. You can set Excel in automatic or manual calculation mode. If it is in manual mode which key you will press to update the formula values?

- (A) F9
- (B) F5
- (C) F8
- (D) F11

71. By default the cell pointer moves down when you press Enter. From where can you change this setting?

- (A) Tools >> Options >> View tab
- (B) Tools >> Options >> Calculation tab
- (C) Tools >> Options >> Edit tab
- (D) Tools >> Options >> Transition tab

72. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as

- (A) AutoFill
- (B) AutoCorrect
- (C) AutoComplete
- (D) AutoFormat

73. How many recent files you can display on File menu at maximum?

- (A) 4
- (B) 6
- (C) 9
- (D) 12

74. The default and maximum number of sheets for a new workbook in Excel 2003 is

- (A) 3 and 255
- (B) 3 and 256
- (C) 1 and 255

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(D) 1 and 256

75. When you enter Sunday and fill right, Excel fill in with Monday, Tuesday and so on. From where Excel knows what to fill in next?

- (A) AutoComplete
- (B) AutoFormat
- (C) Custom List
- (D) Calculation automatic

76. The minimum and maximum value you can set for Save AutoRecovery Info in Excel are

- (A) 1 and 120 minutes
- (B) 0 and 120 minutes
- (C) 2 and 60 minutes
- (D) 1 and 10 minutes

77. Which of the following can not be hidden from Tools >> Options then View tab?

- (A) Startup task pane
- (B) Formula bar
- (C) Status bar
- (D) Scroll Bar

78. What happens if you remove the check mark from Row & Column headers on Options dialog box?

- (A) This will remove row headings and column headings of your data
- (B) This will remove the column headings (A, B, C)
- (C) This will remove row and column heading of chart
- (D) This will remove row and column heading of table

79. The default font size in Excel worksheet is

- (A) 10 points
- (B) 12 points
- (C) 14 points
- (D) None of above

80. The default font used in Excel is

- (A) Arial
- (B) Algerial
- (C) Times New Roman
- (D) Preeti

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81. Which of the following is not an option in the spelling dialog box?

- (A) Edit
- (B) Ignore
- (C) Ignore all
- (D) Change

82. You can quickly change the appearance of your by choosing auto format from which of the following menu?

- (A) Edit
- (B) Format
- (C) Tools
- (D) Data

83. To protect a worksheet, you can choose protection and the protect sheet from which of the following menu?

- (A) Insert
- (B) Format
- (C) Tools
- (D) Edit

84. You can open the highlight changes dialog box by choosing task changes from which of the following menu?

- (A) Edit
- (B) Format
- (C) Insert
- (D) Tools

85. Which of the following is not a worksheet design criterion?

- (A) Efficiency
- (B) Auditability
- (C) Description
- (D) Clarity

86. To copy cell contents using drag and drop, press the?

- (A) End key
- (B) Shift key
- (C) Esc key
- (D) None of the above

87. If you press which of the following key, the cell accepts your typing as its contents?

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- (A) Enter key
- (B) Ctrl + Enter
- (C) Tab key
- (D) insert key

88. To auto fill feature?

- (A) Extends a sequential series of data
- (B) Automatically adds a range of cell values
- (C) Applies a border around selected cell
- (D) None of the above

89. What is the keyboard shortcut or key is used for creating a chart from the selected cells?

- (A) F3
- (B) F5
- (C) F7
- (D) F11

90. You can use the formula palette to?

- (A) Format cells containing numbers
- (B) Create and edit formulas containing functions
- (C) Entered assumptions data
- (D) Copy a range of cells

91. What pivot table toolbar button updates the data in a pivot table or pivot chart report if the source data has changed?

- (A) Format report
- (B) Pivot table
- (C) Refresh data
- (D) Show details

92. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

- (A) Formula
- (B) Field
- (C) Series
- (D) Query

93. "Qtr 1, Qtr 2, Qtr 2" is an example of?

- (A) Function
- (B) Formula

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- (C) Series
- (D) Syntax

94. You can edit existing excel data by pressing, which of the following key?

- (A) F1
- (B) F2
- (C) F3
- (D) F4

95. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is?

- (A) G1 - G10
- (B) G10
- (C) B1;G10
- (D) B1:G10

96. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

- (A) Go to File >> Save As - Excel worksheet
- (B) Right click on the spreadsheet tab and select "Delete"
- (C) Right click on the spreadsheet and select – Entire column
- (D) All of the above

97. What feature enables you to adjust or back solve the value in a cell to reach a desire outcome in a formula?

- (A) Goal seek
- (B) Forecasting
- (C) Scenario summary report
- (D) Trend line

98. What term describes a background that appears as a grainy, non smooth surface?

- (A) Gradient
- (B) Solid
- (C) Texture
- (D) Pattern

99. Excel is a?

- (A) Graphic program
- (B) Word processor



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- (C) A spreadsheet
- (D) All of the above

100. To create an interactive pivot table for web, you use a a Microsoft office web component called?

- (A) HTML
- (B) Pivot table field list
- (C) Pivot table list
- (D) Pivot table report

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Answer

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B	D	D	B	C	D	A	C	B	A	B	C	D	B	D
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
B	B	A	B	C	C	A	B	D	C	C	B	D	D	D
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
D	B	A	A	A	A	A	D	C	C	D	A	B	C	C
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
C	D	A	B	C	A	B	D	C	D	D	B	C	B	D
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
C	A	B	B	D	D	D	B	C	A	C	C	C	B	C
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
A	D	B	A	A	A	C	C	D	C	D	A	A	D	B
91	92	93	94	95	96	97	98	99	100					
C	A	C	B	D	B	D	A	C	D					