

# Sample MCQs for IT (Module D)

1. Which of the following is invalid regarding the Protection in Excel?

- A) Protect Sheet
- B) Protect Workbook
- C) Protect Workspace
- D) All of above are valid

2. The Trace Precedence on 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) None of above

3. The Trace Dependence in auditing shows

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

4. The arrows 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 of above
- D) None of above

5. 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

6. Excel is a good application for What IF analysis. Which of the following tool help you for this?

- A) Formul Auditing
- B) Research
- C) Track Change
- D) Goal Seek

7. 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) Formul Auditing
- B) Research
- C) Track Change
- D) Goal Seek

8. 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
- C) The cell where your targeted value is entered
- D) None of above

9. Which of the following is not What IF analysis tool in Excel?

- A) Goal Seek
- B) Scenarios
- C) Macros
- D) None of above

10. 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

11. 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

12. 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

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

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

14. 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
- D) 1 and 256

15. 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

16. 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

17. 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

18. 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

19. The default font size in Excel worksheet is

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

20. The default font used in Excel is

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

Answers

1-C, 2-A, 3-B, 4-B, 5-D, 6-D, 7-D, 8-B, 9-C, 10-A, 11-C, 12-C, 13-C, 14-B, 15-C, 16-A, 17-D, 18-B, 19-A, 20-A,

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1. Which of the following is not a valid Zoom percentage in Excel?

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

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

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

3. 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
- D) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

4. 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

5. 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

6. Formatting a cell in Currency, you can specify

- A) Decimal Places
- B) Currency Symbol

- C) Both of above
- D) None of above

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

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

8. 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

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

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

10. 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

11. Merge cells option can be applied from

- A) Format Cells dialog box Alignment Tab
- B) Formatting toolbar
- C) Both of above
- D) None of above

12. Pre-made sheet formats like Simple, Classic, Accounting, Colorful etc. can be applied from

- A) from Fromat >> Cells
- B) from Format >> Autoformat
- C) from Table >> Autoformat
- D) All of above

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

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

14. How can you remove borders applied in cells?

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

15. Where can you set the shedding color for a range of cells in Excel?

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

16. You can set Page Border in Excel from

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

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

- A) Use =if() function to format the required numbers red
- B) Apply Conditional Formatting command on Format menu

- C) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- D) All of above

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

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

19. 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

20. Which of the following is invalid statement?

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

Answers

1-D, 2-A, 3-B, 4-C, 5-C, 6-C, 7-D, 8-A, 9-B, 10-C, 11-A, 12-B, 13-D, 14-C, 15-D, 16-D, 17-B, 18-C, 19-B, 20-D,

Note: Some answers (18, 19) are unreliable. Please reconsider the accuracy.