MS Excel 2010

Contents

INTRODUCTION AND IMPORTANCE

Assalam-U-Alikum

These notes are designed only to help the students. More notes, keys to the MCQs and material are on the way to you.

There are other booklets to cover other areas of Information technology and other subjects of AFC and CAF. You may find them on GCA website and GCA official group on Facebook. You may also demand them from me.
This booklet includes 353 MCQs based on the knowledge of ICAP study text (MS Excel 2010 portion)

Keys of MCQs are not given at all, except some one or more MCQs which are other than that driven from the knowledge of Study text. You have to make sure that you have gone through the whole chapter thoroughly and then try to solve these MCQs. You can access to the answer of the MCQ by matching it from book. It is not so much difficult as MCQs are in the order from start of the chapter till the end. You can match some of the wording of the Study text to MCQs also. It is not a big deal.

Q.No.64 in the Chapter 6 is of ICAP model paper. Its answer is given with the MCQ in the same line.

This is not the limit of MS Excel 2010. It is far more complex thing to understand. A lot of more work, practice questions is required to memorize its functions or procedures.

File tab, Home tab and page layout tab of MS Power Point 2010, MS Excel 2010 and MS Word 2010 is same. Printing is also same. So MCQs relating to them can be practiced from MS Word 2010 notes part 1st which is based on 1st three tabs of MS Word 2010 which are File, Home, and Insert.

Any query and Suggestion is always welcomed.
Regards

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Book Contents (Study Text)

Note: **All these MCQs are about MS Excel 2010 (specified). It should be always considered that all the MCQs contain that "MS Excel 2010" words. Either these words are written or not. The MCQs may or may not correspond to other versions of MS Excel. Be Careful!**

Chapter 4

1.   MS Excel 2010 is the successor of MS Excel _____?
        (A)   2006   (B)   2003   (C)   2007   (D)   2009
2.   Latest available version of MS Excel is?
        (A)   2010   (B)   2011   (C)   2012   (D)   2013
3.   "Number Cruncher" is the attribute of,
        (A)   MS Excel   (B) MS Word   (C)   MS Power Point   (D)   MS Access
4.   Which of the following application is online available,
        (A)   MS Excel   (B) MS Word   (C)   MS Power Point   (D)   All
5.   MS Excel is _____ number cruncher.
        (A)   Publically   (B)   Officially   (C)   Socially   (D)   none
6.   MS Office 2010 is online available; which can be tuned or can work in _____ browser.
        (A)   IE   (B)   Firefox (C)   Chrome   (D)   Safari (E) all (F) none
7.   MS Office 2013 was launched in _____ of 2013.
        (A)   Mid   (B)   Early   (C)   Late   (D)   End
8.   Which of the following feature is not in the MS Office 2010 while MS Office 2013 has?
        (A) Timeline slicer (B)   Power View   (C)   Flash Fill   (D)   all   (E) none
9.   Timeline slicer, power view, and flash fill are the features of MS _____.
        (A)   Word   (B)   Power Point   (C)   Excel   (D)   all
10.   MS Excel is a very useful tool for _____ use.
        (A)   Business   (B)   Personal   (C)   both   (D)   none
11.   MS Excel can be used to analyze data which is?
        (A)   Numeric   (B)   Alpha-Numeric (C)   both   (D)   none
12.   MS Excel can only be used to _____ data.
        (A)   Analyze   (B)   Track   (C)   Tabulate   (D)   all
13.   MS Excel can help us in managing or creating which of the following?
        (A) Personal finances (B) Business Finances (C) a calendar (D) all (E) both A and B (F) none
14.   In Business Communication MS Excel can be used; track the statement which is correct?
        (A)   It can be used to aid our BC through providing sufficient referencing by functions
        (B)   It can be used to aid our BC through providing visual aid by charts
        (C)   It can be used to aid our BC through providing GUI by wallpapers
        (D)   None   (E) all
15.   A work book contains,
        (A)   Work sheets   (B) spread sheets   (C)   both   (D)   none
16.   A file containing one or more work sheets,
        (A)   Work sheets book   (B) work book   (C)   sheet book   (D)   all
17.   MS Excel 2010   can have rows max up to,
        (A)   10, 48, 574   (B) 10, 48, 576 (C)   10, 48, 578   (D)   10, 48, 572

18.   MS Excel 2010 can have max columns up to,

(A) 16, 382   (B) 16, 386   (C)   16, 384   (D)   16, 388

19.   Last column of the MS Excel 2010 is named,

(A)   XFZ   (B) XXZ (C)   XFD   (D)   XYZ

20.   Name box contains information about,

(A)   Column   (B) row   (C)   cell   (D)   none

21.   Name box is used to identify _____.

(A)   Single cell   (B) Group of Cells   (C)   both   (D)   none

22.   In formula bar, MS Excel shows _____.

(A)   Number   (B) Alphabets   (C)   Formulae   (D)   all

23.   Logical groupings of commands in MS Excel 2010 are,

(A)   Menus   (B) bars   (C)   tabs   (D)   work sheets

24.   List of options are called,

(A)   Menus   (B)   bars   (C)   tabs   (D)   work sheets

25.   In MS Excel 2010 there is max up to _____ cells,

(A) 17, 179, 869, 186 (B) 17, 179, 869, 182   (C) 17, 179, 869, 180   (D) 17, 179, 869, 184

26.   Menu is a _____ list.

(A)   Throw up   (B)   Drop down   (C)   Throw Down   (D)   Drop Up

27.   CF38 is a reference; it is giving information only of?

(A)   Cell   (B)   Column (C)   Row   (D)   none

28.   Ribbons are also called as?

(A)   Menus   (B)   bars   (C)   tabs   (D)   groups

29.   Shortcut key to open a new blank workbook is?

(A)   Ctrl + N   (B)   Ctrl + O (C)   Ctrl + S   (D)   F12

30.   You may be able to save time and effort by recycling pervious workbook and basing a new workbook; for that purpose you have to click on _____ in "New" sub-menu of file tab.

(A) Sample Templates (B) New from Existing   (C) My templates   (D) Recent Templates

31.   When you are building a "New from existing" workbook, then after selecting the pervious workbook you have to click _____ button.

(A)   Merge document   (B)   Create new   (C)   Open (D)   Build from this

32.   Pre-formatted workbook is called?

(A)   Sample   (B)   Template   (C)   Sample Template   (D)   none

33.   Templates can help in many ways, which of the following statement best describes the benefit of templates.

(A)   Time Saving, Reduced effort, less consistency

(B)   Time saving, more effort, more consistency

(C)   Time consuming, less effort, more consistency

(D)   Time saving, least effort, more consistency

34.   Which of the following template may offer sub-categories?

(A)   Invoices   (B)   Agendas   (C)   Calendar   (D)   none

35.   Shortcut to open already saved document is?

(A)   Ctrl + N   (B)   Ctrl + O (C)   Ctrl + S   (D)   F12

36.   Shortcut to "Save" is?

(A)   Ctrl + N   (B)   Ctrl + O (C)   Ctrl + S   (D)   F12

37.   Shortcut to "Save as" is?

(A)   Ctrl + N   (B)   Ctrl + O (C)   Ctrl + S   (D)   F12

38.   "Save as type" box shows _____ of file?
       (A)   Properties   (B)   Name (C)   Size   (D)   Extension

39.   The extension of MS excel template is?
       (A)   XLT   (B)   XLTX   (C)   XLS   (D)   XLSX

40.   The tab having the options which you have to do with the workbook not in the workbook is?
       (A)   File   (B)   Home (C)   View   (D)   Re-view

41.   Office backstage view is only present in the?
       (A)   MS Word 2010 (B)   MS Power Point 2010 (C)   MS Excel 2010 (D)   all

42.   Save as is very useful when you have to save the new changes by a new?
       (A)   Name (B)   Extension   (C)   both   (D)   none

43.   A logistical interface allowing you to protect workbook is?
       (A)   Info   (B)   Options   (C)   Help   (D)   Security

44.   When you select print option in backstage view, which of the following can be printed?
       (A)   Entire workbook   (B)   Selection   (C)   a part (D)   all

45.   Which of the following option uses cloud computing?
       (A)   Save to web   (B)   Send via e-mail (C)   Save to a share point   (D)   all

46.   Which of the following uses only network not the internet?
       (A)   Save to web   (B)   Send via e-mail (C)   Save to a share point   (D)   all

47.   Updates can be checked in which of the following option?
       (A)   Info   (B)   Options   (C)   Help   (D)   Security

48.   You can contact Microsoft by which of the following option?
       (A)   Info   (B)   Options   (C)   Help   (D)   Security

49.   Use of computing resources that are delivered as a service over internet is called?
       (A)Networked Computing (B) Internet computing (C) Cloud Computing (D) Software computing

50.   In cloud computing which of the following computing resources are used?
       (A)   Software   (B)   Hardware   (C)   both   (D)   none

51.   In cloud computing the resources can be shared on which of the following?
       (A)   Network   (B)   Internet   (C)   Intranet   (D)   all

52.   Recent trend of the cloud computing is that?
       (A)   Users access their emails through internet on wide range of the browsers
       (B)   Users store their files off-site and access them through internet
       (C)   Users play games online through World Wide Web
       (D)   All   (E) none

53.   Print-preview is a useful measure before printing, it saves?
       (A)   Time   (B)   Money   (C)   Paper (D)   all

54.   The shortcut key to print preview is?
       (A)   Ctrl + F1 (B)   Ctrl + F2   (C)   Ctrl + F3 (D)   Ctrl + F4

55.   The shortcut key to print is?
       (A)   Ctrl + F2 (B)   Ctrl + P   (C)   Ctrl + F3   (D)   Alt + P

56.   Maximum number of copies MS Excel 2010, MS Word 2010, MS Power Point 2010 can print is?
       (A)   32,667 (B)   32,967   (C)   32,767 (D)   32,867

57.   Which of the following is best explaining the concept of collated copies?
       (A)   Copies are printed in reverse manner

(B)   Copies are printed duplicated

(C)   Copies are printed in the manner of 123, 123, and 123

(D)   Copies are printed in the manner of 111, 222 and 333

58.   Which of the following is best explaining the concept of un-collated copies?

(A)   Copies are printed in reverse manner

(B)   Copies are printed duplicated

(C)   Copies are printed in the manner of 123, 123, and 123

(D)   Copies are printed in the manner of 111, 222 and 333

59.   MS Excel 2010 not offers which of the following orientation of page?

(A)   Portrait (B)   Landscape   (C)   Passport   (D)   none

60.   Default paper size selected for printing is in MS Excel 2010?

(A)   Letter (B)   A4   (C)   Legal (D)   none

Chapter 5

1.   In MS Excel 2010 data can be entered in _____ at a time.

(A)   Single cell   (B)   More than one cell   (C) More than one sheet (D)   all

2.   MS Excel 2010 data can be?

(A)   Numeric   (B)   dates   (C)   Text   (D)   Time (E) all (F) none

3.   Computer clock is based on the following?

(A)   12-hours   (B)   24-hours   (C)   36-hours (D)   none

4.   Time separator is?

(A)   Dot   (B)   Semi-colon   (C)   Colon (D)   hyphen

5.   Date separator can be?

(A)   Dot   (B)   Semi-colon   (C)   Colon (D)   hyphen

6.   Date separator can be?

(A)   Dot   (B)   Forward slash   (C)   Colon (D)   hyphen

7.   without A or P MS Excel 2010 refers to the default which is?

(A)   PM   (B)   AM   (C)   24-hours   (D)   all can be

8.   When you press tab key in MS Excel 2010, it changes?

(A)   Column (B)   Row   (C)   both   (D)   none

9.   When you press "Enter" key in MS Excel 2010, it changes?

(A)   Column (B)   Row   (C)   both   (D)   none

10.   "Now" function is used to donate?

(A)   Time   (B)   Date   (C)   both   (D)   none

11.   "Today" function is used to donate?

(A)   Time   (B)   Date   (C)   both   (D)   none

12.   Which of the following key is used to active more than one sheet at a time?

(A)   Ctrl   (B)   Alt   (C)   Enter   (D)   Return

13.   Which of the following key is used to group sheets?

(A)   Ctrl   (B)   Shift   (C)   Alt   (D)   all (E) both a and b

14.   Sheets can be grouped adjacently by holding down the key?

(A)   Ctrl   (B)   Shift   (C)   Alt   (D)   all (E) both a and b

15.   Sheets can be grouped none-adjacently by holding down the key?

(A)   Ctrl   (B)   Shift   (C)   Alt   (D)   all (E) both a and b

16.   You can ungroup the sheets by which of the following method?

    (A)   Select one of the un-selected sheets other than the group

    (B)   Go to the data menu and chose ungroup

    (C)   Go to the edit menu of the cell and select ungrouping

    (D)   all

16.   You can ungroup the sheets by which of the following method?

    (A)   Go to the edit menu of the sheet and select ungroup sheets

    (B)   Go to the data menu and chose ungroup

    (C)   Go to the edit menu of the cell and select ungrouping

    (D)   all

17.   "Ctrl + D" is the useful shortcut key to copy the contents in manner?

    (A)   Vertical (B)   Horizontal   (C)   Diagonal   (D)   none

18.   "Ctrl + R" is the useful shortcut key to copy the contents in manner?

    (A)   Vertical (B)   Horizontal   (C)   Diagonal   (D)   none

19.   Wrap text option is present in which of the following tab?

    (A)   Home (B)   Insert   (C)   View   (D)   Data

20.   Wrap text option is present in which of the following group or ribbon?

    (A)   Font   (B)   Alignment   (C)   Paragraph   (D)   Editing

21.   Wrap text can be applied to?

    (A) Selection   (B) Entire worksheet   (C) Entire workbook   (D)   Range of cells

22.   Default font for MS Excel 2010 is?

    (A)   Calibri (B)   Cambria   (C)   Arial   (D)   Times New Roman

23.   Default Font size for MS Excel 2010 is?

    (A)   12   (B)   8   (C)   11   (D)   10

24.   To fill in increasing order you have to drag the fill handle?

    (A)   Up, Left(B)   Up, Right   (C)   down, left   (D)   Down, Right

25.   To fill in decreasing order you have to drag the fill handle?

    (A)   Up, Left(B)   Up, Right   (C)   down, left   (D)   Down, Right

26.   Shortcut to insert line break is in MS Excel 2010?

    (A)   Alt + Enter   (B)   Ctrl + Enter   (C)   Enter   (D)   Return

27.   When you insert a line break in MS Excel 2010; which of the following statement is true about that?

    (A)   Line is broken and Excel moves to next row

    (B)   Line is broken and Excel moves to the next column

    (C)   Line is broken and Excel moves to next cell

    (D)   Line is broken in the same cell

28.   Shortcut to insert bullet symbol in the cell is?

    (A)   Alt + 7 (B)   Alt + 6   (C)   Alt + 5 (D)   Alt + 4

29.   Numeric keypad is not in keyboard of?

    (A)   PCs   (B)   Laptops   (C)   both   (D)   none

30.   Blank cells can be inserted to the position of the active cells?

    (A)   Left, Up(B)   Right, Up   (C)   Left, Down   (D)   Right, Down

31.   When we add blank cells MS Excel 2010 accommodates the new one by moving the pervious one to the position of the active cell?

    (A)   Left, Up(B)   Right, Up   (C)   Left, Down   (D)   Right, Down

32.   When we add rows, columns or blank cells MS Excel 2010 accommodates all these in fashion?

(A)　　Similar　(B)　　Different　　(C)　　May be same or different (D)　　none

33.　　If you want to insert blank cells; which statement is true?
　　(A)　　Select the range of the cells and excel will insert same number as of selected
　　(B)　　Select the range of the cells and chose the number of cells want to insert
　　(C)　　Select the range of the cells and excel will insert double of them
　　(D)　　Select the range of the cells and excel will refers to a default number to insert cells

34.　　When you press delete key after selecting a cell or a range of cells then?
　　(A)　　All the selected cells are deleted and blank space is appeared
　　(B)　　All the contents of selected cells are deleted and blank cells remained
　　(C)　　It is similar to soft-deleting of files
　　(D)　　It is similar to hard-deleting of files

35.　　You can insert or delete the cells from which tab?
　　(A)　　Home　(B)　　Insert　　　(C)　　View　(D)　　Data

36.　　You can insert or delete the cells from which ribbon or group?
　　(A)　　Font　(B)　　Insert　　　(C)　　Cells　(D)　　Alignment

37.　　Formatting enhances which of the following feature of MS Excel 2010?
　　(A)　　Functionality　(B)　　Visually　　　(C)　　Readability　(D)　　Creditability

38.　　Borders to the cells can be applied from tab?
　　(A)　　Home　(B)　　Insert　　　(C)　　View　(D)　　Data

39.　　Borders can be applied to the cells from ribbon?
　　(A)　　Font　(B)　　Insert　　　(C)　　Cells　(D)　　Alignment

40.　　Color to the cells can be applied from tab?
　　(A)　　Home　(B)　　Insert　　　(C)　　View　(D)　　Data

41.　　Color can be applied to the cells from ribbon?
　　(A)　　Font　(B)　　Insert　　　(C)　　Cells　(D)　　Alignment

42.　　Which of the following category of the colors in not valid for MS Excel 2010?
　　(A)　　Font　(B)　　Theme　　　(C)　　Standard　　(D)　　none

43.　　Color to the cell content can be applied from tab?
　　(A)　　Home　(B)　　Insert　　　(C)　　View　(D)　　Data

44.　　Color can be applied to the cell contents from ribbon?
　　(A)　　Font　(B)　　Insert　　　(C)　　Cells　(D)　　Alignment

45.　　Text alignments can be applied from tab?
　　(A)　　Home　(B)　　Insert　　　(C)　　View　(D)　　Data

46.　　Text alignments can be applied to the cell from ribbon?
　　(A)　　Font　(B)　　Insert　　　(C)　　Cells　(D)　　Alignment

47.　　MS Excel 2010 extends a series or sequence of data?
　　(A)　　Numeric　　(B)　　Alphabetic　　(C)　　both　(D)　　none

48.　　Background to the sheet can be applied from tab?
　　(A)　　Home　(B)　　Page layout　(C)　　View　(D)　　Data

49.　　Background to the sheet can be applied from ribbon or group?
　　(A)　　Theme　(B)　　Page Setup　(C)　　Background　(D)　　Sheet Options

50.　　Gridlines are _____ lines.
　　(A)　　Dark　(B)　　Black　　(C)　　Faint　(D)　　Gloomy

51.　　Gridlines view can be set on or off from tab?

(A)   Home   (B)   Page layout   (C)   View   (D)   Data

52.   Gridlines view can be set on or off from group?

(A)   Theme   (B)   Page Setup   (C)   Background   (D)   Sheet Options

53.   by the default, Gridline _____ in window of MS Excel 2010 and _____ in print.

(A) Appear, disappear (B) disappear, Appear (C) appear, appear (D)   disappear, disappear

54.   Gridlines in print can be on or off from tab?

(A)   Home   (B)   Page layout   (C)   View   (D)   Data

55.   Gridlines can be off or on from ribbon?

(A)   Theme   (B)   Page Setup   (C)   Background   (D)   Sheet Options

56.   The shortcut to underline the text is?

(A)   Ctrl + U (B)   Ctrl + B (C)   Alt + U (D)   Alt + B

57.   The shortcut to bold the text is?

(A)   Ctrl + U (B)   Ctrl + B (C)   Alt + U (D)   Alt + B

58.   Indentation options are present in the following tab?

(A)   Home   (B)   Page layout   (C)   View   (D)   Data

59.   Indentation options are present in the following ribbon?

(A)   Font   (B)   Insert   (C)   Cells   (D)   Alignment

60.   Text rotations can be of _____ type in MS Excel 2010?

(A)   2   (B)   3   (C)   4   (D)   5

61.   We can merge how many cells at a time?

(A)   1   (B)   2   (C)   more than 1   (D)   more than 2

62.   When we apply the merge and center contents of which cell is retained?

(A) Upper left most (B) Upper right most (C)   Lower left most (D) Lower right most

63.   After being applied merge and center which of the following alignment of text is appeared?

(A)   Center   (B)   Top Center   (C)   Bottom Center   (D)   Middle

64.   Merge across is used to merge the cells in fashion?

(A)   Horizontal   (B)   Vertical   (C)   Diagonal   (D)   all

65.   Merge across is used to merge the cells in _____?

(A)   Single column   (B)   Single row   (C)   both can be   (D)   none

66.   Merge across is used to merge?

(A)   Rows   (B)   Column   (C)   both   (D)   none

67.   Column width can take value b/w?

(A)   0-255   (B)   0-260   (C)   0-265   (D)   0-250

68.   Default column width is?

(A)   8.40   (B)   8.41   (C)   8.42   (D)   8.43

69.   The unit of column width is?

(A)   Inches   (B)   Centimeters   (C)   Points   (D)   none

70.   Which column width will hide the column?

(A)   255   (B)   256   (C)   0   (D)   1   (E) infinity

71.   The column width is to me measured in _____ unit.

(A)   Standard font character (B)   Standard point character   (C)   standard inch   (D)   standard inch character

72.   We can adjust the column width from _____ tab.

(A)   Home   (B)   Page layout   (C)   View   (D)   Data

73.   We can adjust the column width from _____ ribbon.
        (A)   Font   (B)   Insert   (C)   Cells   (D)   Alignment
74.   Auto fitting column width can easily be done by _____ clicking on the _____ boundary in the _____ row. Choose the best match for them.
        (A)   Right, Right, Right
        (B)   Right, Right, Header
        (C)   Left, Left, Left
        (D)   Left, Left, Header
        (E)   Double, Right, Header
        (F)   Double, Left, Header
75.   Row height can take value b/w?
        (A)   0-410   (B)   0-409   (C)   0-408   (D)   0-407
76.   Row height is measured in units?
        (A)   Inches   (B)   Centimeters   (C)   Points   (D)   none
77.   The default row height is?
        (A)   12.75   (B)   12.76   (C)   12.77   (D)   12.80
78.   We can adjust the row height from _____ tab.
        (A)   Home   (B)   Page layout   (C)   View   (D)   Data
79.   We can adjust the row height from _____ ribbon.
        (A)   Font   (B)   Insert   (C)   Cells   (D)   Alignment
80.   Auto fitting row height can easily be done by _____ clicking on the _____ boundary. Choose the best match for them.
        (A)   Right, Lower
        (B)   Right, Upper
        (C)   Left, Lower
        (D)   Left, Upper
        (E)   Double, Lower
        (F)   Double, Upper
81.   Symbols can be inserted form which tab?
        (A)   Home   (B)   Insert   (C)   View   (D)   Data
82.   Symbols can be inserted from which ribbon?
        (A)   Font   (B)   Insert   (C)   Symbols   (D)   Alignment
83.   To insert a symbol you have to _____ click it.
        (A)   Right   (B)   Left   (C)   Double   (D)   none
84.   Find and replace can be found in the _____ tab.
        (A)   Home   (B)   Insert   (C)   View   (D)   Data
85.   Find and replace can be found in the _____ ribbon.
        (A)   Font   (B)   Insert   (C)   Editing   (D)   Alignment
86.   Shortcut to find is?
        (A)   Ctrl + H   (B)   Ctrl + F   (C)   Alt + F   (D)   Alt + H
87.   Shortcut to replace is?
        (A)   Ctrl + H   (B)   Ctrl + F   (C)   Alt + F   (D)   Alt + H
88.   When you hide the row MS Excel 2010 changes it height to?
        (A)Infinity   (B)   0   (C)   above the max limit   (D)   exceeding the memory capacity

89.   You can hide or unhide the rows and columns from tab?
      (A)   Home   (B)   Insert   (C)   View   (D)   Data
90.   You can hide or unhide the rows or columns from ribbon?
      (A)   Font   (B)   Insert   (C)   Cells   (D)   Alignment
91.   To select hidden rows and columns efficiently what can you do?
      (A)   Click the hidden row or column directly
      (B)   In name box type the cell name of desired row or column
      (C)   Press Ctrl and quickly select the hidden row or column
      (D)   Press Alt and then efficiently select the hidden row or column
92.   It enables you to keep an area of worksheet visible whilst you scroll down to other?
      (A)   Freezing Panes (B)   splitting Panes   (C)   both   (D)   none
93.   Freezing and splitting panes are similar in many fashion chose the difference b/w them.
      (A)   With freezing you continue to view just one view of the worksheet, whereas with splitting the screen effectively becomes two or four of current worksheet
      (B)   With freezing you continue to view just upper portion of the worksheet, while lower area changes, whereas with splitting you can view upper or lower area at your will
      (C)   With splitting you continue to view just upper portion of the worksheet, while lower area changes, whereas with freezing you can view upper or lower area at your will
      (D)   With splitting you continue to view just one view of the worksheet, whereas with freezing the screen effectively becomes two or four of current worksheet
94.   Freezing of _____ is not possible.
      (A)   A1   (B)   B1   (C)   B2   (D)   K1
95.   Freezing of _____is possible only.
      (A)   Upper most row   (B)   Left most columns
      (C)   Lower most row   (D)   Right most column
      (E)   All   (F)   both A and B   (G)   both c and d   (H) none
96.   Freezing and splitting panes can be done from tab?
      (A)   Home   (B)   Insert   (C)   View   (D)   Data
97.   Freezing and splitting panes can be done from ribbon?
      (A)   Show   (B)   Zoom   (C)   Window   (D)   Macros
98.   If the active cell is in K column, the splitting will be done to panes?
      (A)   2   (B)   4   (C)   both may be   (D)   none
99.   If you want to split pane horizontally only, you have to make the active cell?
      (A)   B1   (B)   A20   (C)   D25   (D)   C34
100. If you want to split pane vertically only, you have to make the active cell?
      (A)   B1   (B)   A20   (C)   D25   (D)   C34
101. If you want to spilt pane both vertically and horizontally, you have to make the active cell?
      (A)   B1   (B)   A20   (C)   AA1   (D)   C34
102. If you want to split pane into four panes, then you have to make the active cell?
      (A)   B1   (B)   A20   (C)   AA1   (D)   C34
103. If you want to split pane into two panes then the active cell will be?
      (A)   B1   (B)   B20   (C)   D25   (D)   C34   (E)   all except A
104. You can change the splitting line position by?
      (A)   Dragging the line   (B)   removing and dividing again

(C)   Dragging line outside the window   (D)   none

105.   You can remove the splitting line by?
(A)   Dragging the line   (B)   removing by right clicking
(C)   Dragging line outside the window   (D)   none

106.   Worksheets can be hidden from the tab?
(A)   Home   (B)   Insert   (C)   View   (D)   Data

107.   Workbook can be hidden from the tab?
(A)   Home   (B)   Insert   (C)   View   (D)   Data

108.   Worksheets can be hidden from the ribbon?
(A)   Font   (B)   Insert   (C)   Cells   (D)   Alignment

109.   Workbook can be hidden from the ribbon?
(A)   Show   (B)   Zoom   (C)   Window   (D)   Macros

110.   You can save specific display settings such as?
(A)   Hidden columns   (B)   Filter settings   (C)   Row heights   (D)   all

111.   You can make_____ number of custom views.
(A)   2   (B)   5   (C)   10   (D)   more than 10

112.   Custom views can't be?
(A)   Created(B)   Deleted   (C)   edited (D)   none

113.   Before creating custom vies, you have to do which of the following?
(A)   Arrange display settings and change print settings
(B)   Arrange display settings only
(C)   Arrange print settings only
(D)   No need to arrange any settings

114.   Custom vies can be created from tab?
(A)   Home   (B)   Insert   (C)   View   (D)   Data

115.   Custom views can be created from group?
(A)   Worksheet views   (B)   workbook views   (C)   View   (D)   zoom

116.   Names of custom views are?
(A)   Automatic   (B)   Manual (C)   both can be   (D)   none

117.   Custom views applied in a worksheet are only available?
(A) Current worksheet   (B) Current workbook   (C)   all workbooks (D)   none

118.   Custom views can't be applied to the workbook which?
(A)   Contains grammatical errors or proofing errors needs to be corrected
(B)   Contains formulas and functions not working properly
(C)   Contains Excel tabling to manage data
(D)   Contains images and shapes for illustrations

119.   Sometime custom views are blocked to worksheet due to some objects, and then is it possible to apply custom views to different worksheet but with same workbook?
(A)   Yes   (B)   No   (C)   May be (D) none

120.   When you copy or cut the cells in MS Excel 2010, which of the following will be copied or cut?
(A) Actual cell   (B)   Cell contents   (C)   Comments   (D)   all   (E) both b and c

121.   the most common use "Paste special: option for an accountant is?
(A)   Formulas   (B)   Values (C)   Formats   (D)   all

122. Consider the situation; you have copied the cells B4:B9 and with paste special transpose option you have pasted them into A1, what will happen?
     (A)   MS Excel 2010 will calculate the transpose of the range and then put the answer into A1
     (B)   MS Excel 2010 will add the transpose function into A1 of values selected in range
     (C)   MS Excel 2010 will paste the values of range to A1 to A6
     (D)   MS Excel 2010 will paste the value of range to A1 to F1

123. Transpose in paste special is MS Excel 2010?
     (A)   Function   (B)   Formula   (C)   both   (D)   none

124. Which of the following cannot move or copied?
     (A)   Cells   (B)   Worksheet   (C)   Workbook   (D)   none

125. Worksheet can be copied or moved only to?
     (A)   Same workbook(B)   different workbook   (C)   both   (D)   none

126. Number format can be changed from tab?
     (A)   Home   (B)   Insert   (C)   View   (D)   Data

127. Number format can be changed from group?
     (A)   Font   (B)   Number   (C)   Alignment   (D)   Style

128. 685.234214is displayed as after selecting number format?
     (A)   685.2342   (B)   685.234   (C)   685.23   (D)   685.234214

129. Default number format is up to _____ decimal places.
     (A)   1   (B)   2   (C)   3   (D)   5

130. The default currency and accounting format is up to _____ decimal places.
     (A)   1   (B)   2   (C)   3   (D)   5

131. Currency and accounting format is almost same, having a slight difference, which option is best differentiating them?
     (A)   Currency $ 1000.1   Accounting $2000.00
     (B)   Currency $2362.23   Accounting $ 23254.1
     (C)   Currency $ 1245823.326 Accounting $123.3256
     (D)   All are failed to explain the minor difference b/w them

132. A child typed 56748 in cell and his father at once changed the format of the cell to short date, but excel identified this as a date and displayed it, guess the date displayed by MS Excel 2010?
     (A)   14/5/2055   (B)   5/14/2055   (C)   5/6/0748   (D)   05/06/0748

133. In MS Excel 2010 cell, date is simply?
     (A)   A fraction   (B)   A factor   (C)   An integer   (D)   A variable

134. 1 represents the date?
     (A)   1/1/1800   (B)   1/1/1900   (C)   1/1/2000   (D)   1/1/2001

135. I have applied =today () function to a cell and after that changes the format of the cell to the number with no decimal place, which value will be displayed if today is 08/13/2014.
     (A)   41865   (B)   41864   (C)   41863   (D)   41862

136. The default time format is applied and excel has to display currently composed cell having value of only 12, MS Excel 2010 will display?
     (A)   12:12:12 AM   (B)   12:00:00 AM   (C)   12:00 AM   (D)   12:12 AM

137. 100.38 is value when number format is applied, what will be shown if default fraction format is applied?
     (A)   100/3/8   (B)   100 3/8 (C)   100/3 8 (D)   100.3/8

138. 100.376 is applied text format, what will happen?

    (A)   MS Excel 2010 will calculate alphabets adjacent to that number and show them

    (B)   MS Excel 2010 will show 100.376 with no change

    (C)   It will show 100.376 with right alignment

    (D)   It will show 100.376 with left alignment

139.   Number which is applied by text format is?

    (A)   +923360011440   (B)   10, 00,000   (C)   123,456,789   (D)   none

140.   Text format applied numbers should not be?

    (A)   Edited (B)   Retrieved   (C)   Calculated   (D)   Summarized

141.   To re-calculate any cell you have to press _____ key followed by _____.

    (A)   F9, Enter   (B)   F2, Return   (C)   Enter, F9   (D)   Enter, F2

142.   A number format can have up to _____ code sections.

    (A)   1   (B)   2   (C)   3   (D)   4   (E)   5

143.   Number format code sections are separated by?

    (A)   Comma (B)   Period (C)   Colon (D)   Semi-colon

144.   The best way to create custom number format is to?

    (A)   Select the cell, go to number format, select custom and build a number format

    (B)   Select the cell, go to number format, choose the nearest suitable number format and then edit it to make your own

    (C)   Select the cell, go to number format, select custom, and chose the pervious custom number format

    (D)   All procedures are the best one to create custom number format

145.   If you specify two code sections in number format, the 1st will be used for _____ numbers and _____ 2nd will be used for _____ numbers.

    (A)   Negative, zero, positive (B)   positive, zero, negative

    (C)   zero, positive, negative (D)   zero, negative, positive

146.   If you specify only one code to section it will be used for?

    (A)   Positive numbers   (B)   negative numbers   (C)   zeros (D)   all

147.   If you want to skip a code section, you have to place _____ in place of it.

    (A)   Comma (B)   Period (C)   Colon (D)   Semi-colon

148.   If you want to display both text and number format in the cell you have to place text characters in the_____ after number code section or precede it by _____?

    (A)   Brackets, a character with forward slash

    (B)   Double Quotation marks, a character with backslash

    (C)   Single Quotation marks, a character with any slash

    (D)   Semi-colon, double quotation marks

149.   Custom number format is available for only?

    (A) Current worksheet (B)   Current workbook   (C)   all workbook (D)   none

150.   Custom number format is applied which is,

    "PKR "0.00" Receivable";"PKR "(0.00)" Payable"

    And we have to display 10.025478; MS Excel 2010 will display it as?

    (A)   PKR 10.02 Receivable

    (B)   PKR (10.02) Payable

    (C)   PKR 10.03 Receivable

    (D)   PKR (10.03) Payable

151.   Characters which are displayed without using quotation marks are?

(A)   \$ + -   (B)   ( ): ^   (C)   = / ~   (D)   < >   (E) all

152.   0 in number format is used to?
(A)   To show insignificant figures
(B)   To show insignificant zeros
(C)   To show figures compulsory
(D)   All   (E) none

153.   "ddd" refers to?
(A)   01   (B)   001   (C)   Mon   (D)   Monday   (E) Mond

154.   "dddd" refers to?
(A)   01   (B)   001   (C)   Mon   (D)   Monday   (E) Mond

155.   "mmmmm" refers to?
(A)   Jan   (B)   00001   (C)   January (D)   J   (E) 1

156.   "+923360011440" is to show with default phone number format, it will be shown as?
(A)   (+92336) 001 1440   (B)   (92336) 001 1440
(C)   (92) 336 001 1440   (D)   (92) 0336 001 1440

157.   MS Excel 2010 does not have phone number format for?
(A)   Pakistan   (B)   UK   (C)   India   (D)   all

158.   Conditional formats can speed up the process of finding the?
(A)   Trends (B)   Exceptions   (C)   Highest Values (D)   all

159.   Conditional formatting can be applied from tab?
(A)   Home (B)   Insert (C)   View   (D)   Data

160.   Conditional formatting can be applied from ribbon?
(A)   Number   (B)   Styles (C)   Cells   (D)   Editing

161.   Go to special option is present in the following tab?
(A)   Home (B)   Insert (C)   View   (D)   Data

162.   Go to special option is present in the following ribbon?
(A)   Number   (B)   Styles (C)   Cells   (D)   Editing

163.   The shortcut to go to special is?
(A)   Ctrl + G (B)   Ctrl + S (C)   Alt + G (D)   Alt + S

164.   Scroll bar is of _____ type?
(A)   1   (B)   2   (C)   3   (D)   4

165.   Which one of the following is not the scroll bar?
(A)   Horizontal   (B)   Vertical (C)   both   (D)   none

166.   Is it possible to hide scroll bar even the file is more than of two screens?
(A)   Yes   (B)   No   (C)   May be (D)   none

167.   Grouping of adjacent sheets can be done by selecting 1st sheet and while holding down the _____ select other sheets.
(A)   Ctrl   (B)   Alt   (C)   Shift   (D)   Return

168.   Grouping of non-adjacent sheets can be done by selecting 1st sheet and while holding down the _____ select other sheets.
(A)   Ctrl   (B)   Alt   (C)   Shift   (D)   Return

169.   Hidden rows and columns can be identified by _____ borders.
(A)   Grey   (B)   Dark Grey   (C)   White (D)   Off-white

Note:　**MCQs relating to Font Group or ribbon can be done through the MS Word 2010 part 1st notes. It is the same Ribbon as in MS Word 2010, MS Power Point 2010, and MS Excel 2010.**

170.　To open a new worksheet in MS Excel 2010, the shortcut is?
(A)　Ctrl + N (B)　Alt + N (C)　Shift + N　　(D)　Return + N

171.　T insert multiple worksheets select the existing worksheets by holding down the _____ key and then follow the insert sheet procedure.
(A)　Ctrl　(B)　Alt　(C)　Shift　(D)　Return

172.　You can change the order of worksheets by?
(A)　Dragging　(B)　Copying (C)　Pasting (D)　Undoing

173.　The cell with comments has _____ identifier.
(A)　Blue　(B)　Green (C)　Red　(D)　Black

174.　The comment identifier is present in the _____ corner of the cell.
(A)　Upper right　(B)　Lowe right　(C)　Upper Left　(D)　Lower Left

175.　Comments can be saved by?
(A)　Right click and select save in the comment box
(B)　Click "Save" in the quick access toolbar
(C)　Click outside the comment box to save it
(D)　Click on the save button in the file tab

176.　You can view comment of the cell by?
(A)　Pointing mouse pointer on the cell having comments
(B)　Going to the view tab and clicking on view comments
(C)　Go to file tab, go to options and select view all comments
(D)　All　(E) none

177.　Shortcut key to paste special is?
(A)　Ctrl + V (B)　Ctrl + Alt + V　(C)　Ctrl + Shift + V　(D)　Alt + V

178.　Comments can be printed as?
(A)　They appear on the worksheet
(B)　At the end of the worksheet
(C)　Both　(D)　none

Chapter 6

1.　The statement written by user for calculation is?
(A)　Formula　(B)　Function　(C)　both　(D)　none

2.　Formulas can contain only?
(A)　Values　(B)　References　(C)　Functions　(D)　all

3.　All formulas and function must start with?
(A)　Equal sign　(B)　Star sign　(C)　Multiply sign　(D)　all can be

4.　Small program designed to calculate specific values is called?
(A)　Formula　(B)　Function　(C)　both　(D)　none

5.　Functions can be built up using which of the following language?
(A)　HTML　(B)　VB　(C)　FoxPro (D)　C++

6.　Functions are typed alongside _____ within which the arguments are listed.
(A)　Brackets　(B)　Parenthesis　(C)　Quotation Marks　(D) all can be

7.　=Now () returns the?

(A)   Current date   (B)   Current time   (C)   both   (D)   none

8.   Which one of the following is not is used in formulas?

(A)   Constants   (B)   Operators   (C)   both   (D)   none

9.   =5*PI ()*D4   it is a?

(A)   Function   (B)   Formula   (C)   both   (D)   none

10.   =PI ()   is a?

(A)   Function   (B)   Formula   (C)   both   (D)   none

11.   Sum function requires at least _____ arguments.

(A)   1   (B)   2   (C)   3   (D)   4

12.   Which one of the following is not an operator?

(A)   *   (B)   /   (C)   ^   (D)   none

13.   By MS Excel 2010 functions and formulas Excel is changed from columns and rows to _____.

(A)   "Function tool"   (B)   Formula tool   (C)   Dynamic tool   (D)   Apathetic tool

14.   =today () returns?

(A)   Current date   (B)   Current time   (C)   both   (D)   none

15.   =Upper (A12) and in A12 value is "anwar majid" what will be the return of the function?

(A)   Anwar Majid   (B)   aNWAR Majid   (C)   ANWAR MAJID   (D)   Anwar majid

16.   =IF (c1<100) is it a complete function?

(A)   Yes   (B)   No   (C)   May be   (D)   none

17.   = (A4+ (H3^7)/5+ (A1*5+7-8)/2 which operator is to be solved at 1st and in the order till the last.

(A)   () , ^, /, *, +, -   (B)   (), /, *, + , -, ^   (C)   (), *, / , + , -, ^   (D)   ^, (), /, * , +, -

18.   Maximum number of characters used in the formulas is?

(A)   8190   (B)   8192   (C)   8194   (D)   8196

19.   Arguments of formula in the function arguments dialog box are?

(A)   Automatic   (B)   Manual   (C)   both   (D)   none

20.   Excel populated arguments are always?

(A)   Correct   (B)   Wrong   (C)   both   (D)   none

21.   Formula having other formulas entered in its argument is called?

(A)   Nested   (B)   Bested   (C)   Outdid   (D)   Mixed

22.   The default referencing in MS Excel 2010 is?

(A)   Relative   (B)   Absolute   (C)   both   (D)   none

23.   In absolute referencing which symbol is used?

(A)   !   (B)   @   (C)   #   (D) $

24.   In absolute referencing symbol is used as _____ of reference.

(A)   Suffix   (B)   Prefix   (C)   both   (D)   none

25.   In Percentile function the value of K can be up to?

(A)   0.75   (B)   1   (C)   100   (D)   75

26.   In quartile function, the value of quart can be up to?

(A)   0   (B)   1   (C)   1   (D)   100

27.   In rank function, after referencing a 0 or 1 is placed for order, which is correct ordering scheme for 0 and 1 respectively?

(A)   Ascending, Descending   (B)   Descending, Ascending   (C)   both   (D)   none

28.   =weekday (today (), 3) and today is Sunday, what will be the result of the function.

(A)   4   (B)   5   (C)   6   (D)   7

29.   =weeknum (today (), 1) and today is 15th of august then its answer will be?
       (A)   30   (B)   31   (C)   32   (D)   33
30.   "Returns to the accrued interest on a security paying periodic interest" is?
       (A)   ACCRINT   (B)   ACCRINTM   (C)   COUPDAYS   (D)   CUMPRINIC
31.   "Returns to the accrued interest on a security paying periodic interest at maturity" is?
       (A)   ACCRINT   (B)   ACCRINTM   (C)   COUPDAYS   (D)   CUMPRINIC
32.   "Returns number of days in the coupon period that contains the settlement date" is?
       (A)   ACCRINT   (B)   ACCRINTM   (C)   COUPDAYS   (D)   CUMPRINIC
33.   "Returns the cumulative principal paid on a loan between two periods" is?
       (A)   ACCRINT   (B)   ACCRINTM   (C)   COUPDAYS   (D)   CUMPRINIC
34.   "Returns to the effective annual interest rate" is?
       (A)   EFFECT (B)   IRR   (C)   NPV   (D)   SLN   (E) YIELD
35.   "Returns the internal rate of return for a series of cash flows" is?
       (A)   EFFECT (B)   IRR   (C)   NPV   (D)   SLN   (E) YIELD
36.   "Returns the net present value of an investment based on a series of periodic cash flows and a discount rate" is?
       (A)   EFFECT (B)   IRR   (C)   NPV   (D)   SLN   (E) YIELD
37.   "Returns the straight line depreciation of asset for a specific period" is?
       (A)   EFFECT (B)   IRR   (C)   NPV   (D)   SLN   (E) YIELD
38.   "Returns the yield on a security that pays periodic interest" is?
       (A)   EFFECT (B)   IRR   (C)   NPV   (D)   SLN   (E) YIELD
39.   =IF (ISERROR (C1),"Exception Occurred", C1*5/2) what will be the result of the function if C1 contains function
       =average (A1:A11) and A1:A11 cells contains A1:A11 series of 100-120.
       (A)   250   (B)   300   (C)   275   (D)   225
40.   ISERR and ISERROR has the same effect, the difference b/w them is only?
       (A)   1st does not check #N/A   (B)   2nd does not check #N/A
       (C)   1st does not create #N/A   (D)   2nd dos not create #N/A
41.   "AND" and "OR" functions have same effect except?
       (A)   AND checks that any argument is true   (B)   OR checks that all arguments is true
       (C)   AND checks that all arguments is true   (D)   all   (E) none
42.   =NOT (A1/A10*2/5=20) is applied when, A1:A20 contains a series of 100-120, What will be the effect?
       (A)   True   (B)   False   (C)   both may be   (D)   none
43.   VLOOKUP finds value in first _____?
       (A)   Rows   (B)   Columns   (C)   both   (D)   none
44.   HLOOKUP finds value in first _____?
       (A)   Rows   (B)   Columns   (C)   both   (D)   none
45.   =Ceiling (7, 9), the result will be?
       (A) 9   (B)   18   (C)   63   (D)   9/7   (E)   7/9   (F) 2   (G)   -2
46.   =Floor (7, 9), the result will be?
       (A) 7   (B)   1   (C)   2   (D)   9/7   (E)   7/9   (F) 2   (G)   -2
47.   =INT (9.9) the answer will be?
       (A)   10   (B)   9.5   (C)   9   (D)   99
48.   =MOD (101, 13) the answer will be?
       (A)   1313   (B)   7.77   (C)   114   (D)   10   (E)   88
49.   MOD function returns the answer which is?

(A)   Obtained by multiplying both numbers

(B)   Obtained by dividing 1st 1 by 2nd

(C)   Obtained by adding both numbers

(D)   Reminder, when divide 1st by 2nd number

(E)   Subtract 2nd from 1st

50.   In SUBTOTAL function we can apply _____ function only.

(A)   SUM   (B)   Average   (C)   MIN   (D)   all

51.   =TRUNC (17.8954) the answer will be?

(A)   17   (B)   18   (C)   17.9   (D)   17.895

52.   SUBTOTAL function number 1 is?

(A)Average   (B)   Count (C)   COUNTA   (D)   MAX   (E)   MIN   (F) SUM

53.   SUBTOTAL function number 2 is?

(A)Average   (B)   Count (C)   COUNTA   (D)   MAX   (E)   MIN   (F) SUM

54.   SUBTOTAL function number 3 is?

(A)Average   (B)   Count (C)   COUNTA   (D)   MAX   (E)   MIN   (F) SUM

55.   SUBTOTAL function number 4 is?

(A)Average   (B)   Count (C)   COUNTA   (D)   MAX   (E)   MIN   (F) SUM

56.   SUBTOTAL function number 5 is?

(A)Average   (B)   Count (C)   COUNTA   (D)   MAX   (E)   MIN   (F) SUM

57.   SUBTOTAL function number 6 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

58.   SUBTOTAL function number 7 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

59.   SUBTOTAL function number 8 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

60.   SUBTOTAL function number 9 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

61.   SUBTOTAL function number 10 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

62.   SUBTOTAL function number 11 is?

(A)Product   (B)   STDEC.S(C)   STDEV.P   (D)   VAR   (E)   VARP   (F) SUM

63.   SUBTOTAL has _____ number of built-in function arguments.

(A)   10   (B)   11   (C)   12   (D)   13

64.   The maximum number of IF function which can be nested is?

(A) 16   (B) 32   (C) 64   (D) 128 [ICAP-Model Paper Question- Answer 64]

65.   =COUNT (C1:C20, 1, 2, 3, 4, 5, 6) what will be the result If C1:C20 cells are empty?

(A)   26   (B)   25   (C)   6   (D)   20

66.   =COUNTA (A1:A20) is applied when A1:A11 contains a series of 100-120, what will be the result?

(A)   20   (B)   11   (C)   10   (D)   9

67.   =COUNTIF (A1:A20,">107") is applied, when A1:A11 contains the series of 100-120. The result will be?

(A)   20   (B)   11   (C)   7   (D)   3

68.   =MEDIAN (5, 2, 6, 9, 8, 4, 6, 8, 9, 1, 9, 1, 3, 3, 2) the answer will be?

(A)   4   (B)   5   (C)   6   (D)   5.5

69.   =STDEV.S (5, 2, 6, 9, 8,4, 6, 8, 9, 1, 9, 1, 3, 3, 2) the result will be?

(A)   3   (B)   4   (C)   5   (D)   6

70.   =EXACT ("AnWaRmAjID", "AnWaRmAJID") the outcome will be?
       (A)   TRUE   (B)   FALSE   (C)   both may be   (D)   none
71.   =LEFT ("Anwar", 2) the ending will be?
       (A)   AR   (B)   AN   (C)   both may be   (D)   none
72.   =RIGHT ("Anwar", 3) the consequence will be?
       (A)   ANW   (B)   WAR   (C)   both may be   (D)   none
73.   =MID ("Anwar", 3, 2) the import will be?
       (A)   W   (B)   WA   (C)   NW   (D)   NWA
74.   TRIM function is used to?
       (A)   As an alternative of TRUNC
       (B)   As an alternative of ROUND
       (C)   Remove un-necessary spacing
       (D)   Removes un-necessary decimals while not increasing the preceding one
75.   Function and formulae are present in the _____ tab.
       (A)   Functions   (B)   Formulas   (C)   Formulae   (D)   none

Chapter 7

1.   There are ____ numbers of data sources of MS Excel 2010 workbook.
      (A)   1   (B)   2   (C)   3   (D)   4
2.   Which one of the following is not the data source for MS Excel 2010 workbook.
      (A)   Storing Data in the workbook
      (B)   Storing Data to the external source
      (C)   Storing data to the internet
      (D)   all
3.   Storing data locally means to store data?
      (A) In the workbook   (B)   to the same computer   (C)   to the internet   (D)   none
4.   Storing data locally has the benefit of?
      (A)   Speed   (B)   Control   (C)   Accessibility   (D)   all
5.   Which one of the following is not an external source for MS Excel 2010?
      (A)   Text files   (B)   Data-bases   (C)   OLAP   (D)   none
6.   Connection information can only be stored into the file having extension?
      (A)   ODC   (B)   DSN   (C)   XLSX   (D)   all
7.   Text file has the extension of?
      (A)   TXT   (B)   CSV   (C)   both   (D)   none
8.   ODBC is?
      (A)   Driver   (B)   Connection   (C)   Source   (D)   all
9.   OLE DB is?
      (A)   Driver   (B)   Connection   (C)   Source   (D)   all
10.   OLAP is abbreviated as?
      (A)   Online analytical processing   (B)   Online authentic processing
      (C)   Online aggregated processing   (D)   online assimilated processing
11.   Which one is tab delimited extension of external data source?
      (A)   TXT   (B)   CSV   (C)   both   (D)   none
12.   Which one is comma delimited extension of external data source?

(A)   TXT   (B)   CSV   (C)   both   (D)   none

13.   Opening a CSV file directly into MS Excel 2010 creates which connection?

(A)   ODBC   (B)   OLAP   (C)   OLE DB (D)   none

14.   Data connections can be created from which tab?

(A)   Data   (B)   Home (C)   View   (D)   Re-view

15.   Text file is opened in _____ by the default.

(A)   MS Word pad   (B)   MS Notepad (C)   MS Excel 2010   (D)   MS Word 2010

16.   Fields can be separated by?

(A)   Colon   (B)   Tab   (C)   Comma (D)   both b and c   (E) all

17.   "Importing of data" is to be started at row?

(A)   1   (B)   2   (C)   3   (D)   any

18.   By the default data importing is started at row?

(A)   1   (B)   2   (C)   3   (D)   any

19.   Default text qualifier for MS Excel 2010 external data source is?

(A)   :   (B)   *   (C)   /   (D)   "

20.   Decimal separator for external data source is?

(A)   .   (B)   ,   (C)   "   (D)   :

21.   Thousand Separator for external data source is?

(A)   .   (B)   ,   (C)   "   (D)   :

22.   You can search the MS Excel 2010 data source connections by this category?

(A)   Connections in this workbook

(B)   Connection files on the network

(C)   Connection files on this computer

(D)   All   (E) none

23.   Default time for refreshing the data connection file is in minutes?

(A)   15   (B)   10   (C)   30   (D)   60

24.   Refresh settings can be found in the dialog box?

(A) Connection settings (B) Connection properties(C) Connection options (D) Refresh Settings

25.   Is it possible to convert table to text or text to table automatically?

(A)   Yes   (B)   No   (C)   May be (D)   none

Chapter 8

1.   MS Excel 2010 workbook can be protected in _____ number of ways.

(A)   2   (B)   3   (C)   5   (D)   6

2.   When a workbook is marked as final, it becomes?

(A)Write only   (B) Read only   (C)   Read protected (D)   Read and write Protected

3.   Security options can be found in which tab?

(A)   Home (B)   Data   (C)   File   (D)   Page layout

4.   Is it possible to retrieve forgotten password of MS office document from Microsoft?

(A)   Yes   (B)   no   (C)   maybe (D)   none

5.   Passwords are case sensitive means that?

(A)   Anwar is same as Anwar

(B)   aNWAR is same as Anwar

(C)   ANWAR is same as ANWar

(D)   ANWar is same as Anwar

6.   You can protect different cells in the worksheet, the default cell which are selected for protection is?
        (A)   Locked Cell   (B)   Hidden Cells   (C)   Formatted Cells(D)   none

7.   To unprotect workbook, you have to click _____ button in the review tab.
        (A)   Un-Protect workbook   (B)   unprotect workbook
        (C)   Protect workbook   (D)   unprotect worksheet

8.   Digital signatures are of _____ types.
        (A)   1   (B)   2   (C)   3   (D)   4

9.   Signature can be done by?
        (A)   Typing name   (B)   Using a digital pen to a touch screen
        (C)   Select an image of signature   (D)   all   (E)   none

10.   By the default which cells are selected as locked?
        (A)   All are selected as locked
        (B)   All cells having values are locked
        (C)   All blank cells are locked
        (D)   All cells which are made locked by the user

11.   A workbook which can be accessed simultaneously by the multiple users is called as?
        (A)   Shared (B)   Edited (C)   accessed   (D)   all

12.   Default time to keep changes history for a shared workbook is in days.
        (A)   10   (B)   15   (C)   20   (D)   30

13.   Default time for updating the changes for a shred workbook is in minutes?
        (A)   10   (B)   15   (C)   20   (D)   30

14.   If the status of the connection is not OK giving an error which is Source not found, what have you to do?
        (A)   Change the source and select another workbook
        (B)   Change the source and select another worksheet
        (C)   Change the external source and select another txt file
        (D)   Change the external source and select another csv file

15.   Sharing of workbook can be done from tab?
        (A)   File   (B)   Home (C)   View   (D)   Review