



Bipin Nambiar
(SBI PO 2018)



Shiraz Khan
(SBI Clerk 2018)



Kuldeep Yadav
(SBI PO 2018)



Rajat Saxena
(IBPS Clerk 2018)



Anupam Tyagi
(IBPS PO 2018)

FRIENDS!
WE USED **TESTZONE**
AND CRACKED BANK EXAMS

बैंक परीक्षाओ के लिए निश्चित
रूप से सर्वश्रेष्ठ मॉक
टेस्ट सीरीज

IT'S YOUR TURN NOW
TAKE A **FREE** MOCK TEST



Smartkeeda
The Question Bank

Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 2

Directions : Read the following questions carefully and choose the right answer.

1. Which button in Excel is used to add up series of numbers?

- A. F7 B. Autosum C. Calculate now D. Consolidate E. VLookup

2. A sequence of actions that can be executed again and again on a document or multiple documents?

- A. Macros B. Charts C. Clipboards D. Pivot E. None of the Above

3. Forms that are used to organize business data into rows and columns are called

- A. transaction sheets B. registers C. business forms D. spread sheets
E. None of the above

4. _____ cells involve creating a single cell by combining two or more selected cells.

- A. Formatting B. Merging C. Embedding D. Splitting E. None of the Above

5. Right clicking something in Excel.

- A. Deletes the object
B. Nothing the right mouse button is there for left handed people
C. Opens a shortcut menu listing everything you can do to the object
D. Selects the object
E. None of the Above

6. The basic unit of a worksheet into which you enter data in Excel is called a _____

- A. tab B. cell C. box D. range E. None of these

7. In Excel _____ allows users to bring together copies of work-books that other users have worked on independently.

- A. Copying B. Merging C. Pasting D. Compiling E. None of these

8. What displays the contents of the active cell in Excel ?

- A. Name box B. Row Headings C. Formula bar D. Task pane E. None of these

9. You can link MS-Excel worksheet data to a Word document

- A. With the right drag method
- B. With a hyperlink
- C. With the copy and paste buttons on the standard toolbar
- D. With sharing option
- E. None of the Above

10. In MS-Excel which of the following formulas is not entered correctly?

- A. =10+75 B. =B7×B3 C. =B7+23 D. 17+59 E. All of the Above

Correct Answers:

1	2	3	4	5	6	7	8	9	10
B	A	D	B	C	B	B	A	B	D



Smartkeeda
The Question Bank

Answers :

1. In excel if you want **calculate the sum** of a small or huge series of numbers then **select** the range **and click on the Autosum** option and what you get is the summation of the series.

Therefore the answer is (B) Autosum

2. If you have tasks in Microsoft Excel that you need to do repeatedly, you record a macro to automate those tasks. A macro is a process or a set of actions coded in excel by the user using VB scripting to run many functions or operations automatically. When you create a macro, you are recording your mouse clicks and keystrokes and then you make modifications in the code.

Therefore the answer is (A) Macros

3. A spreadsheet is a sheet of computer application program that shows accounting or other data in rows and columns, it represents a physical spreadsheet where capturing, displaying, and manipulating data can be done in arranged rows and columns. The program operates on data entered in cells of a table. Spreadsheets can be access through MS Excel application in our computers.

Therefore, the Answer is (D) Spread sheets.

4. Merging is a man in built functionality given in MS Excel that is used to combine the two or more cells together to form a singular cell to store and display information in a particular manner.

Therefore, the Answer is (B) Merging.

5. Just like the general functioning of the mouse when right clicked on an object in any of the MS office applications a shortcut menu appears with a list of activities or actions that can performed on the selected object or the file.

Therefore, the Answer is (C) Opens a shortcut menu listing everything you can do to the object

6. The basic component in an excel is defined as a cell. Cells are where user enters data, formulates, manipulates and produces results.

Therefore the answer is (B) Cell.

7. At times the users require to club certain data or represent large data at a particular portion of the excel sheet, so a number of cells is selected and click on merge option from toolbar to merge all the selected cells.

Therefore the answer is (B) Merging.

- 8.** Name Box is the box to the left of the formula bar that displays the cell that is currently selected in the spreadsheet. If data is entered in a cell that is selected, the Name Box displays the data of the cell.

Therefore the answer is (A) Name Box.

- 9.** There are many ways of displaying excel data into word and vice versa. But to link both the documents we use a hyperlink.

To hyperlink, select the cell where you want the hyperlink to appear.

Go to the toolbar and select add Hyperlink option

And select link to an external document

This way whenever you click on the hyperlink you will be redirected to the word document.

Therefore the Answer is (B) With a hyperlink

- 10.** To get a result of a certain formula or functionality in a cell of a excel sheet we need to put '=' before the formula or function. If the = symbol is not put then excel considers it as normally entered text or data.

Therefore the Answer is (D) 17 + 59



SmartKeeda

The Question Bank

Presents

TestZone

India's least priced Test Series platform



ALL BANK EXAMS

2020-2021 Test Series

@ Just

₹ 599/-

300+ Full Length Tests

- Brilliant Test Analysis
- Excellent Content
- Unmatched Explanations

JOIN NOW