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Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 6

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

1. Which symbol is used in Excel to denote exponential numbers?

- A. * B. ^ C. & D. \$ E. None of these

2. In MS-Excel default header for a worksheet is _____.

- A. your name B. date and time C. only date D. desktop name E. None of these

3. In MS-Excel you can use the drag and drop method to

- A. Copy cell contents B. Move cell contents C. Add cell contents D. A and B E. None of these

4. In MS-Excel accounting style shows negative numbers in _____.

- A. Bold B. Brackets C. Parentheses D. Comma E. None of these

5. In MS-Excel the chart wizard is _____.

- A. Can place a chart on a new chart sheet or on any sheet in the workbook
B. Can only place a chart on new chart sheet
C. Can only place a chart on a new blank worksheet
D. Can place chart in a macro
E. None of these

6. A Spreadsheet contains?

- A. columns B. rows C. rows and columns D. gridlines E. None of these

7. Formula palette is used to ?

- A. format cells containing numbers B. create and edit formulas containing functions
C. entered assumptions data D. copy all cells
E. None of the above

8. In Excel, any set of characters containing a letter, hyphen, or space is considered as _____.

- A. formula B. text C. name D. title E. None of these

9. 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 E. F3

10. 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 E. None of these

Correct Answers:

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



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Answers :

1. The caret symbol i.e.(^) is informally the symbol used in excel to denote an exponential power in formulas applied on data.

Therefore the answer is (B) ^.

2. By default when a new document or workbook is opened in Excel then the header of worksheet is written as Sheet1(n), which can be named as per the user's wish while saving the workbook or can leave it as it is.

Therefore (E) None of these is the correct answer.

3. Drag and drop feature in MS excel is used both for copying the cell contents from one to another or you can move the cell contents from one to another. This is done when the same data needs to be shown multiple times in the same sheet or you want to change the position of the data cell.

Therefore (D) A and B is the correct answer.

4. In MS Excel to insert negative numbers, parantheses () is used because without parantheses it reads it as a subtracting function.

Therefore (C) Parentheses is the correct answer.

5. A chart wizard found in the Microsoft Excel program that takes users step-by-step through the process of creating a chart in any sheet in the current working workbook of Microsoft Excel. The Chart Wizard is accessible on the "Insert Menu", then you choose "Chart".

Therefore (A) Can place a chart on a new chart sheet or on any sheet in the workbook is the correct answer.

6. Each workbook contains three worksheets by default, more can be added. A worksheet is a grid of horizontal and vertical lines that divides the sheet into cells consisting of 65,536 rows by 256 columns. Spreadsheet holds information like text, numbers, or mathematical formulas.

Therefore (C) rows and columns is the correct answer.

7. The formula palette displays the name and a description of the function entered in a specific cell and its arguments. The result as the operation is performed is also displayed in the same formula bar. To display the formula palette, click = on the formula bar and enter the required formula. Excel displays the values from the cells to the right of the field, and the result of the formula at the bottom of the Formula Palette, so you can check your work as you go.

Therefore (B) create and edit formulas containing functions is the correct answer.

8. In Excel any set of data entered in the cell whether text, symbols or special characters; is considered a text in cell.

Therefore (B) text is the correct answer.

9. F9 recalculates all the formulas in your excel workbook. Alternatively, you can use Alt + Ctrl + Shift + F9 keys; all the dependent formulas are rechecked and recalculated in all the open workbooks.

Therefore (A) F9 is the correct answer.

10. After you type an = (equal sign) and beginning letters or a enter a familiar text i.e. text that has already been entered in the file previously, then in case of a "=" excel displays below the cell a dynamic drop-down list of valid functions, names, and text strings that match the letters or trigger and icons represent the type of entry, such as a function or table reference. And in case of a familiar text excel autocompletes the text in the cell.

Therefore (C) Auto Complete is the correct answer.



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