

116 - MS Excel

1. Which software is covered in this course for spreadsheet skills?

- a. Microsoft Word
- b. Microsoft PowerPoint
- c. Microsoft Excel
- d. Adobe Photoshop

Answer: c. Microsoft Excel

2. What is the primary function of the Auto Sum function in Excel?

- a. Summing numbers automatically
- b. Filling cells automatically
- c. Sorting data automatically
- d. Formatting cells automatically

Answer: a. Summing numbers automatically

3. What is the purpose of Cell Referencing in Excel?

- a. Changing cell colors
- b. Identifying cells in a formula
- c. Selecting cells for copying
- d. Sorting cells alphabetically

Answer: b. Identifying cells in a formula

4. Which tab in Excel is used for formatting options?

- a. Home
- b. Insert
- c. Page Layout
- d. Data

Answer: a. Home

5. What is the function of the Ribbon in Excel?

- a. It's a visual representation of data
- b. It contains the menus and toolbars
- c. It displays the formula bar
- d. It's used for page layout options

Answer: b. It contains the menus and toolbars

6. What is the purpose of defining names in Excel?

- a. To rename worksheets
- b. To create new workbooks
- c. To assign names to cells or ranges
- d. To change font names

Answer: c. To assign names to cells or ranges

7. Which tool is used for organizing data into tables in Excel?

- a. Sorting Tool
- b. Table Tool
- c. Filter Tool
- d. PivotTable Tool

Answer: d. PivotTable Tool

8. What does conditional formatting in Excel involve?

- a. Automatically applying formatting based on conditions
- b. Formatting cells alphabetically
- c. Ignoring formatting rules
- d. Manually applying formatting to all cells

Answer: a. Automatically applying formatting based on conditions

9. Which function helps in finding a specific value in Excel?

- a. Search Function
- b. Lookup Function
- c. Find and Replace Function
- d. Vlookup Function

Answer: c. Find and Replace Function

10. What is the purpose of using Headers and Footers in Excel?

- a. To hide data
- b. To format cells
- c. To add page numbers and text to printed pages
- d. To create hyperlinks

Answer: c. To add page numbers and text to printed pages

11. What does the Data Validation feature in Excel allow you to do?

- a. Validate data automatically
- b. Filter data based on criteria
- c. Check for errors in formulas
- d. Control the type of data entered in a cell

Answer: d. Control the type of data entered in a cell

12. Which Excel function is used for scenario analysis?

- a. Lookup Function
- b. If Function
- c. Scenario Function
- d. Vlookup Function

Answer: c. Scenario Function

13. What is the purpose of using Pivot Tables in Excel?

- a. Sorting data
- b. Analyzing data and creating summaries
- c. Formatting cells
- d. Creating charts

Answer: b. Analyzing data and creating summaries

14. Which tool is useful for managing large sets of data and performing calculations on it?

- a. PivotTable
- b. Data Validation
- c. Sorting Tool
- d. Lookup Function

Answer: a. PivotTable

15. What is the primary function of the Vlookup function in Excel?

- a. Finding and replacing values
- b. Looking up values in a table
- c. Sorting data
- d. Calculating percentages

Answer: b. Looking up values in a table

16. Which Excel feature is useful for building and tracking budgets?

- a. Data Validation
- b. PivotTable
- c. Financial Functions
- d. Sorting Tool

Answer: c. Financial Functions

17. What does the PMT function in Excel help calculate?

- a. Present Value
- b. Payment
- c. Percentage
- d. PivotTable

Answer: b. Payment

18. What financial calculation does the NPV function assist with?

- a. Net Present Value
- b. New Product Variation
- c. Number of Products Valued
- d. Negative Percentage Variation

Answer: a. Net Present Value

19. What is the primary purpose of creating a Balance Sheet in Excel?

- a. Managing customers
- b. Analyzing demographics
- c. Assessing account aging
- d. Evaluating financial position

Answer: d. Evaluating financial position

20. What financial concept does the Depreciation calculations in Excel involve?

- a. Appreciation
- b. Amortization
- c. Depreciation
- d. Valuation

Answer: c. Depreciation

21. What is the purpose of using Pivot tables and Slicers for basic analytics?

- a. Sorting data
- b. Creating charts
- c. Analyzing data interactively
- d. Data validation

Answer: c. Analyzing data interactively

22. How can Excel be used for Contact Management and Marketing?

- a. Creating invoices
- b. Managing vendors
- c. Analyzing demographics
- d. Supervising sales

Answer: d. Supervising sales

23. What is the main function of Sales reports using Excel?

- a. Creating schedules
- b. Gaining product and service insights
- c. Preparing invoices
- d. Assessing account aging

Answer: b. Gaining product and service insights

24. What does the term "What-if Analysis" refer to in Excel?

- a. Predicting future sales
- b. Analyzing hypothetical scenarios
- c. Creating charts
- d. Sorting data

Answer: b. Analyzing hypothetical scenarios

25. How can Excel be used for creating scheduling and marketing calendars?

- a. By using pivot tables
- b. By sorting data
- c. By using financial functions
- d. By using templates

Answer: d. By using templates

26. What is the purpose of protecting and sharing worksheets in Excel?

- a. To limit access to specific users
- b. To hide formulas
- c. To delete data
- d. To avoid using templates

Answer: a. To limit access to specific users

27. How is data encrypted in Excel?

- a. By using pivot tables
- b. By using financial functions
- c. By protecting worksheets
- d. By formatting cells

Answer: c. By protecting worksheets

29. What is the primary function of Macros in Excel?

- a. Creating templates
- b. Automating repetitive tasks
- c. Sorting data
- d. Analyzing data

Answer: b. Automating repetitive tasks

30. What does Custom Number Formats in Excel involve?

- a. Using predefined formats
- b. Creating unique formats for numbers
- c. Sorting data
- d. Creating macros

Answer: b. Creating unique formats for numbers

31. What is the significance of tracking changes in Excel?

- a. To create templates
- b. To supervise sales
- c. To analyze demographics
- d. To monitor edits made to a workbook

Answer: d. To monitor edits made to a workbook

32. What delivery approach is recommended for the entire course?

- a. Theoretical lectures
- b. Application-oriented in the computer lab
- c. Outdoor activities
- d. Group discussions

Answer: b. Application-oriented in the computer lab

33. What should be stressed in the course delivery according to the note?

- a. Excel as software
- b. Business Applications
- c. Memorization
- d. Theoretical understanding

Answer: b. Business Applications

34. Which book is authored by John Walkenbach and is recommended for this course?

- a. Excel: Formulas & Functions
- b. Excel 2016 Bible
- c. Excel 2007 for Dummies
- d. New Perspectives on Microsoft Office Excel 2007

Answer: b. Excel 2016 Bible

35. What is the focus of the book "Excel: Formulas & Functions" by Robert Dinwiddie?

- a. Introduction to Spreadsheets
- b. Advanced Functions and Data Analysis
- c. Defining Names in Excel
- d. Business Analytics and Application

Answer: b. Advanced Functions and Data Analysis

36. Which book is authored by Curtis Frye and is recommended for this course?

- a. Microsoft Excel 2016 Step by Step
- b. Excel 2016 Bible
- c. Excel: Formulas & Functions
- d. The Sales Bible: The Ultimate Sales Resource

Answer: a. Microsoft Excel 2016 Step by Step

37. Who authored "You can negotiate anything" in the context of the Reference Books?

- a. John Walkenbach
- b. Curtis Frye
- c. Herb Cohen
- d. Robert Dinwiddie

Answer: c. Herb Cohen

38. What is the focus of the book "New Perspectives on Microsoft Office Excel 2007"?

- a. Introduction to Spreadsheets
- b. Advanced Functions and Data Analysis
- c. Managing Money With Excel
- d. Defining Names in Excel

Answer: a. Introduction to Spreadsheets

39. Which book is not mentioned in the Suggested Text Books?

- a. Excel 2016 Bible, John Walkenbach
- b. Excel: Formulas & Functions, Robert Dinwiddie
- c. New Perspectives on Microsoft Office Excel 2007
- d. How to win friends and influence People, Dale Carnegie

Answer: d. How to win friends and influence People, Dale Carnegie