

Student Result

Student Name: Sanjana Panchal

Exam: Excel_test

Score: 37.0/50.0

Percentage: 74.00%

Question-wise Summary

Sr.no	Question	Selected Answer	Correct Answer
1	Which of the following is the default file extension for Excel 2016/2019/365?	.xlsx	.xlsx
2	Which symbol is used before a formula in Excel?	=	=
3	What function adds the values in a range?	ADD	SUM

4	Which of the following is NOT a valid Excel data type?	Character	Character
5	How do you start a new line within a cell?	Press Shift + Enter	Press Alt + Enter
6	What is the shortcut to bold text in Excel?	Ctrl + B	Ctrl + B
7	Which tab contains options for inserting charts in Excel?	Insert	Insert
8	How do you freeze the top row in Excel?	View > Freeze Panes > Freeze Top Row	View > Freeze Panes > Freeze Top Row

9	What feature copies formatting from one cell to another?	Format Painter	Format Painter
10	What does the COUNT function do?	Counts only numbers	Counts only numbers
11	Which function returns the highest value in a range?	MAX	MAX
12	Which function combines text from multiple cells?	CONCAT	Both A and C
13	What is the result of $=5+3*2$ in Excel?	11	11
14	What does the IF function return?	TRUE or FALSE	Values based on a condition

15	What is the shortcut to save an Excel workbook?	Ctrl + S	Ctrl + S
16	What is the shortcut to insert a new worksheet?	Alt + N	Shift + F11
17	What is the shortcut key to delete selected cells?	Ctrl + - (minus)	Ctrl + - (minus)
18	Which key allows you to edit the contents of a selected cell?	F2	F2
19	What is the shortcut to open the Find dialog box?	Ctrl + F	Ctrl + F

20	Which chart is best for showing parts of a whole?	Pie chart	Line chart
21	Where can you find the Sort & Filter options?	Data Tab	View Tab
22	Which feature is used to remove duplicate values?	Conditional Formatting	Remove Duplicate
23	Which function returns today's date?	TODAY()	TODAY()
24	What does conditional formatting do?	Applies formatting based on cell values	Deletes duplicates
25	What is the default row height in Excel?	15	15

26	What is the maximum number of rows in Excel 2016?	1,048,576	1,048,576
27	Which menu is used to protect a sheet?	Review	Review
28	How many worksheets are there in a new Excel file by default?	1	1
29	What does .CSV stand for?	Comma Separated Value	Comma Separated Value
30	What is Flash Fill used for?	Predictive filling of data	Predictive filling of data
31	What does AutoSum do?	Adds data	Adds data

32	What does a red triangle in a cell corner indicate?	Comment is added	Comment is added
33	What does the Fill Handle do?	Fills data automatically	Fills data automatically
34	What is the name of the Excel file with macros?	.xlsm	.xlsm
35	What is the use of VLOOKUP?	Lookup vertical data	Lookup vertical data
36	Which function returns the cell reference of a value?	INDEX	ADDRESS
37	Which function helps to search data both vertically and horizontally?	XLOOKUP	XLOOKUP

38	What function returns the position of a value?	INDEX()	MATCH()
39	Which of the following is NOT a lookup function?	FIND	FIND
40	What is used to restrict what users can enter in a cell?	Data Validation	Data Validation
41	Which option is used to change cell number formats?	Format Cells	Format Cells
42	What does #DIV/0! mean?	Division by zero	Division by zero
43	What does #N/A indicate?	Not Applicable	Value not available

44	What does Ctrl + Z do?	Undo	Undo
45	What is the main purpose of Data Validation in Excel?	To restrict the type of data entered in a cell	To restrict the type of data entered in a cell
46	Where can you find the Data Validation feature in Excel?	Data tab	Data tab
47	Which of the following is NOT a Data Validation option?	Chart	Chart
48	What can you use Data Validation for?	Splitting text into columns	Creating drop-down lists
49	What is the primary purpose of Conditional Formatting in Excel?	To highlight specific cells based on rules	To highlight specific cells based on rules

50	Which of the following can be highlighted using Conditional Formatting?	All of the above	All of the above
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