

Microsoft Excel test - Part 4

In this article, go with Microsoft Network Administrator to learn about Microsoft Excel through multiple choice questions.

1. Question 1. In Microsoft Excel, in cell C5, the formula = \$ A \$ 2 * \$ B \$ 3, when copying to cell D6, the D6 formula has the formula:
 1. = \$ A \$ 2 * \$ B \$ 3
 2. = \$ A \$ 3 * \$ B \$ 4
 3. = \$ B \$ 2 * \$ C \$ 3
 4. = \$ B \$ 3 * \$ C \$ 4
2. Question 2. In Microsoft Excel, in cell E7, the formula = C \$ 3- \$ D4, when copied to cell H11, the cell H11 has the formula:
 1. = F \$ 8 - \$ G8
 2. = F \$ 3 - \$ D8
 3. = C \$ 8- \$ G4
 4. = C \$ 3- \$ D4
3. Question 3. To select contiguous areas in the worksheet, which key do you need to use the mouse with?
 1. Ctrl and Shift
 2. Alt
 3. Ctrl
 4. Shift
4. Question 4. In Microsoft Excel spreadsheet, to filter the data automatically, after selecting the block to be filtered, we do:
 1. Format -> Filter -> AutoFilter
 2. Insert -> Filter -> AutoFilter
 3. Data -> Filter -> AutoFilter
 4. View -> Filter -> AutoFilter
5. Question 5. In Microsoft Excel, suppose that cell A1 has data: 3 > 5. The statement in cell B5 is: = A1 has the result:
 1. 3 > 5
 2. False
 3. True
 4. False
6. Question 6. In Microsoft Excel, cell D2 has the formula "= B1 + C1", when copied to cell E2, cell E2 has the formula:
 1. = C2 + D2
 2. = C1 + C2
 3. = B1 + D1
 4. = C1 + D1
7. Question 7. In Excel, which COUNTIF function syntax is correct?

1. COUNTIF (range, criteria, col_index_num)
 2. COUNTIF (range, criteria)
 3. COUNTIF (criteria, range, col_index_num)
 4. COUNTIF (criteria, range)
8. Question 8. In Microsoft Excel, the statement = MAX (7,5,2,9,3,1, -7) has the result:
1. first
 2. -7
 3. 9
 4. 19
9. Question 9. To sum the cells from A1 to A7, which of the following is correct?
1. = SUM (A1): SUM (A7)
 2. = SUM (A1 - A7)
 3. = SUM (A1: A7)
 4. = SUM (A1); SUM (A7)
10. Question 10. In Excel, what type of text can you display in a cell?
1. Tilting
 2. Horizontal
 3. Vertical
 4. All 3 types above

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