

# Test Microsoft Excel P16

When using an application regularly, you will often get used to it and handle it faster. Are you confident enough about your ability to use Excel? Try a little test to measure your Excel proficiency!

1. Question 1. To count the number of characters in cell A7, enter the command:
  1. = LENGTH (A7)
  2. = COUNTA (A7)
  3. = LEN (A7)
  4. = COUNT (A7)
2. Question 2. To select discontinuous cells in the worksheet, which key do you need to use the mouse with?
  1. Ctrl and Shift
  2. Ctrl
  3. Shift
  4. Alt
3. Question 3. In Microsoft Excel spreadsheet, if you want to sort the data list in alphabetical order, we need to manipulate the steps:
  1. Data -> Sort
  2. Data -> Filter
  3. Insert -> Sort
  4. Insert -> Filter
4. Question 4. In MS Excel, which function is used to count cells with data in a list:
  1. COUNT
  2. COUNTBLANK
  3. COUNTIF
  4. COUNTA
5. Question 5. In Excel, AND, OR, NOT are:
  1. Function of numeric data type
  2. Function of Logic data type
  3. Function of date data type
  4. All is wrong
6. Question 6. The formula = MAX (6; -2; 2; SUM (4; 7; -2); 4; 0; -3) has the following result:
  1. 0
  2. 9
  3. 5
  4. 7
7. Question 7. In cell A3, there is a value of 3HOC. Cell B4 with formula = LEFT (A3; 3) will show the result:
  1. 3
  2. HOC
  3. 3HO
  4. 3HC

8. Question 8. When entering the formula: = "32" - "2" into a cell, we get the result:
  1. 3
  2. 30
  3. 32
  4. ERROR
9. Question 9. Ô A1 of the spreadsheet with date format and value is December 11, 2013. What is the function result = MONTH (A1)?
  1. 11
  2. twelfth
  3. 13
  4. Depending on the date format type in cell A1
10. Question 10. To display the current date of the system in cell A7, select cell A7 and enter the formula:
  1. = TODAY
  2. = TODAY (A7)
  3. = TODAY ()
  4. All three are wrong

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