

Test your understanding of Excel

In the article below, Network Administrator will send you more useful information about Excel software through the following quiz. Let's see how much you know about Excel.

Excel is one of the basic Microsoft Office applications that anyone who uses computers knows. Excel has many useful software for users to use, such as software to support writing, presentations, managing email or spreadsheets like Excel. This software helps create spreadsheets, with features, tools to support users to calculate data quickly and accurately with the number of millions of cells. In the article below, Network Administrator will send you more useful information about Excel software through the following quiz.

Question 1 . How to start Excel?

- A. Click on the Start button, point to All Programs and select Microsoft Excel
- B. Click on the Word icon on the Desktop screen
- C. Click on the Start button, point to All Programs and select Microsoft Word
- D. Click on the Start button, point to Settings and select Microsoft Excel

Question 2 . Is it possible to save spreadsheets on a computer using a key combination?

- A. Ctrl + S
- B. Shift + S
- C. Ctrl + O
- D. Shift + O

Question 3 . If you select multiple blocks simultaneously, select the first block and press which key to select the next block?

- A. Alt
- B. Ctrl
- C. Shift
- D. Any key is fine

Question 4 . Symbols of multiplication and division in spreadsheet programs denote:

- A. Sign. and:
- B. Sign. and /
- C. * and:
- D. * and /

Question 5 . By default, numeric data is aligned:

- A. Left
- B. Right
- C. Between
- D. Both sides

Question 6 . Where you can enter Excel formulas

- A. Title bar
- B. Formula bar
- C. Toolbar
- D. Namebox
- E. Menu bar

Question 7 . If $A1 = 30$, $A2 = 20$. The formula used to multiply these numbers and write the value to cell C6 is:

- A. $C6 = \text{Multiply } A1: A2$
- B. $C6 = A1 * A2$
- C. $C6 = \text{Multiply } A1 \text{ to } A2$
- D. $C6 = 30 * 20$

Question 8 . Excel files are usually saved with extensions:

- A. EAT RICE
- B. EXE
- C. XLS
- D. PST

Question 9 . You need to sum C5 to C70, which of the following is correct?

- A. $C5 + C6 + C7 + .$
- B. Add C5: C70
- C. Add C5 to C70
- D. $\text{SUM}(C5: C70)$

Question 10 . Which of the following characters is only an addition in Excel

- A. +
- B. -
- C. *
- D. /

Question 11 Available data is entered in the box:

- A. Active Cell
- B. Current Cell
- C. Ofdet Cell
- D. Format Cell

Question 12 To copy the format in Excel we use:

- A. Format Cell
- B. Format Painter
- C. Enter key
- D. Del key

Question 13 . In Excel, the formula in 1 Cell always starts with:

- A. Caps
- B. Question mark
- C. Equal sign
- D. Signed

Verse 14 . Any Excel version does not support the XLSM format

- A. Excel 2013 version
- B. Excel 2003 version
- C. Excel 2007 version
- D. Excel 2016 version

Question 15 . The shortcut key combination used to open the Format Cells dialog box is:

- A. CTRL + X
- B. CTRL + L
- C. CTRL + 1
- D. CTRL + F

Answer:

- 1. A
- 2 A
- 3. D
- 4. D
- 5. B
- 6. B
- 7. B
- 8. C
- 9. D
- 10. A
- 11. A
- 12. B

13. C

14. B

15. C

See more:

1. How to use the SUM function to calculate totals in Excel
2. 7 time-saving tips when using Microsoft Excel
3. How to use the COUNT function in Excel

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