


MS-Excel 2010

1. Presence of dollar sign (\$) before a row and column number, in a cell range for example, \$C\$7:\$D\$10 indicates that
 - (a) An absolute cell reference is created
 - (b) Cell address will change when it is copied to another cell
 - (c) The sheet tab is changed
 - (d) The status bar does not display the cell address
2. Which of the following options will allow you to force the user to choose the value of a selected cell from the specified drop-down list in MS-Excel 2010?
 - (a) Data Validation
 - (b) Consolidate
 - (c) What-If Analysis
 - (d) Subtotal
3. To do What-If-Analysis, which of the following Data Tools can you use?
 - (a) Data Table
 - (b) Goal Seek
 - (c) Scenario Manager
 - (d) All of these
4. What is Watch Window?
 - (a) A separate window that remains visible to monitor the values of certain cells,
 - (b) A resizable window that displays a list of all formulas used in a sheet,
 - (c) A separate workbook that gets displayed when certain conditions are met.
 - (d) A window that displays all the formula errors.
5. Identify the given icon.
 - (a) Trace Dependents
 - (b) Trace Precedents
 - (c) Show Formulas
 - (d) Calculate Result
6. _____ Option allows you to view multiple distant parts of your worksheet at once.
 - (a) Zoom to Selection
 - (b) Page Layout View
 - (c) Split
 - (d) Zoom In
7. Which of the following options would replace the "?" to open the Watch Window?
Formulas tab → ? → Watch Window
 - (a) Calculations
 - (b) Function
 - (c) Formula Auditing
 - (d) Data Tools
8. Which of the following options allows you to debug a formula by executing each part of the formula individually?
 - (a) Evaluate Formula
 - (b) Examine Formula
 - (c) Auditing Formula
 - (d) Checking Formula
9. Which of the following statements hold(s) true about 'Protect Sheet' feature?
Statement 1: It can be used to protect the entire workbook by providing password.
Statement 2: It can be used to protect the worksheet from unwanted changes.
 - (a) Only Statement 1
 - (b) Only Statement 2
 - (c) Both Statement 1 and Statement 2
 - (d) Neither Statement 1 nor Statement 2
10.  is used to _____.
 - (a) Insert a signature line to specify the person who must sign
 - (b) View the document in the full screen mode
 - (c) Edit the layout of the document
 - (d) Save a set of display and print settings

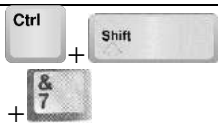
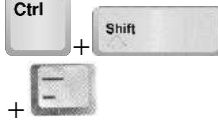
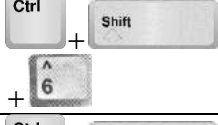
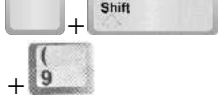
11. Which of the following statements is INCORRECT about 'Share Workbook' feature?

- (a) It allows multiple people to work in a workbook at the same time.
- (b) It requires workbook to be saved to a network location,
- (c) Workbook that contains tables can be shared.
- (d) Both (A) and (B)

12. What is the use of COUNTA function in MS-Excel 2010?

- (a) It returns the number of blank cells in a range.
- (b) It returns the number of blank cells on the entire worksheet.
- (c) It returns the number of non-blank cells in a range.
- (d) It returns the correlation between two data.

13. Match the following.

Column – I	Column – II
	(i) Unhide hidden rows within the selection
	(ii) Applies the outline border to selected cells.
	(iii) Removes the outline border from the selected cells.
	(iv) Applies the exponential number format with two decimal places

- (a) (a)-(iv), (b)-(iii), (c)-(ii), (d)-(i)
- (b) (a)-(ii), (b)-(iii), (c)-(iv), (d)-(i)
- (c) (a)-(ii), (b)-(iii), (c)-(i), (d)-(iv)
- (d) (a)-(ii), (b)-(i), (c)-(iv), (d)-(iii)


14. Which of the following statements hold(s) true about the given icon?



Statement 1: It is used to total several rows of related data together.

Statement 2: The name of shown command button is sum data.

- (a) Only Statement 1
- (b) Only Statement 2
- (c) Both Statement 1 and Statement 2
- (d) Neither Statement 1 nor Statement 2


15. What is the use of  icon?

- (a) It is used to trace errors
- (b) It is used to remove arrows drawn by Trace Precedents.
- (c) It is used to remove arrows drawn by Trace Dependents
- (d) Both (b) and (c)

Achievers Section (HOTS)

- 16.** Reema wants to display formulas in cells instead of the resulting value. Which of the following steps will help her to do so?



- (a) Formulas tab → Formula Auditing group → click on 
 (b) File tab → Options → Advanced → select 'Show formulas in cells instead of their calculated results' checkbox under 'Display options for this worksheet' section → OK
 (c) View tab → Display group → select 'Show Formulas' check box
 (d) Both (a) and (b)

- 17.** Which MS-Excel tool will you use to combine values from multiple ranges into one new range?



(a)



(b)



(c)



(d)

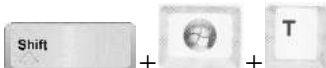
- 18.** Which of the following key combination is used to ungroup a range of cells?



(a)



(b)



(c)



(d)

- 19.** Rishab wants to add a condition to selected range of cells, such that when a user enters a value less than 0, it should display a message stating that only positive numbers can be entered. Which of the following can be used for this purpose?

- (a) Consolidate (b) Data Validation
 (c) Data Restriction (d) What-If Analysis

- 20.** An organization sells its products in three regions and the quarterly sales from each region is stored in three identical worksheets. Now, the sales team want to know the total sales of each product by adding sales from all regions. Which MS-Excel tool should be used for this purpose?

- (a) Goal Seek (b) Consolidate
 (c) Watch Window (d) Subtotal

HINTS & EXPLANATIONS

1. (a) : Absolute reference is used to keep a row and/or column constant, because they do not change when copied or filled.
2. (a) : To display a drop-down list for a specific range of cells, select Data Validation option and select List in Allow field of Settings tab in Data Validation dialog box.
3. (d)
4. (a)
5. (b) : Trace precedents option when enabled show arrows that indicate what cells affect the value of currently selected cells.
6. (c) : To divide a worksheet into multiple resizable pane, firstly select the cell from which you want to divide the worksheet and then click on Split option in View tab.
7. (c)
8. (a)
9. (b) : Protect sheet feature does not protect the entire workbook, so only statement 2 is true.
10. (b)
11. (c)
12. (c)
13. (b)
14. (a) : The given image is of Subtotal icon, it is found in Outline group of Data tab.
15. (d)
16. (d)
17. (b): Consolidate option combines values from multiple ranges into one.
18. (b)
19. (b) : To display a message when unwanted data is entered in a cell, select the range of cells, then go to Data Validation option, select Error Alert tab and type error message and click on OK button.
20. (b)