

# IITM COMPUTER EDUCATION

(LAXMI NAGAR)

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MM: 50

1. What is the default file extension of an Excel workbook in the latest versions?  
a) .xls                      b) .xlsx                      c) .csv                      d) .txt
2. Which of the following is NOT an Excel data type?  
a) Text                      b) Number                      c) Image                      d) Date
3. What is the shortcut key to save a workbook in Excel?  
a) Ctrl + S                      b) Ctrl + V                      c) Ctrl + P                      d) Ctrl + X
4. Which function is used to find the sum of a range of numbers?  
a) AVERAGE()                      b) MAX()                      c) MIN()                      d) SUM()
5. What does the **AutoFill** feature in Excel do?  
a) Deletes data automatically                      b) Fills a series of data automatically  
c) Sorts data in ascending order                      d) Removes duplicate values
6. How can you merge two or more cells in Excel?  
a) Format → Merge Cells                      b) Home → Merge & Center  
c) Data → Merge Cells                      d) View → Merge
7. What is the shortcut key to open the **Format Cells** dialog box?  
a) Ctrl + 1                      b) Ctrl + 2                      c) Ctrl + 3                      d) Ctrl + 4
8. Which function is used to count the number of numeric values in a range?  
a) COUNTA()                      b) COUNT()                      c) COUNTIF()                      d) COUNTIFS()
9. How do you insert a new worksheet in an Excel workbook?  
a) Press Shift + Enter                      b) Click on the "+" button at the bottom  
c) Press Ctrl + N                      d) Press F2
10. What does the **Wrap Text** feature do?  
a) Merges multiple cells                      b) Wraps text within a cell  
c) Converts text into a hyperlink                      d) Inserts a new row
11. What does the **IF** function do in Excel?  
a) Checks if a condition is true or false                      b) Filters data  
c) Counts non-empty cells                      d) Sorts values
12. What is the function of **VLOOKUP** in Excel?  
a) Looks for a value in a vertical column                      b) Searches for a value horizontally  
c) Replaces text in a cell                      d) Counts blank cells
13. Which function returns the largest value in a range?  
a) SUM()                      b) MAX()                      c) MIN()                      d) COUNT()
14. How can you find the average of a given set of numbers?  
a) AVERAGE()                      b) SUM()                      c) MAX()                      d) COUNT()
15. How do you convert text into columns?  
a) Data → Text to Columns                      b) Home → Wrap Text  
c) Insert → Text Box                      d) Format → Merge & Center
16. What is **Data Validation** used for?  
a) Restrict data entry                      b) Highlight duplicate values  
c) Sort values alphabetically                      d) Convert text to numbers
17. What is a **macro** in Excel?  
a) A recorded sequence of commands                      b) A type of formula  
c) A chart tool                      d) A built-in function

18. How do you apply a filter to a column?  
a) Data → Filter  
b) Insert → Filter  
c) Home → Sort & Filter  
d) View → Data Tools
19. What is the shortcut to insert a new row?  
a) Ctrl + Shift + +  
b) Ctrl + R  
c) Alt + Shift + R  
d) Ctrl + N
20. What is the maximum number of columns in an Excel worksheet?  
a) 16,384  
b) 1,048,576  
c) 256  
d) 65,536
21. Which function counts all non-empty cells in a range?  
a) COUNT()  
b) COUNTA()  
c) COUNTIF()  
d) COUNTBLANK()
22. What is the default row height in Excel?  
a) 15  
b) 20  
c) 10  
d) 25
23. How can you apply conditional formatting in Excel?  
a) Home → Conditional Formatting  
b) Insert → Conditional Formatting  
c) Data → Formatting  
d) View → Formatting
24. What does the **Freeze Panes** feature do?  
a) Prevents changes in a cell  
b) Keeps selected rows/columns visible  
c) Converts text into uppercase  
d) Inserts a new row
25. Which Excel feature allows you to remove duplicate values?  
a) Remove Duplicates  
b) Data Validation  
c) Text to Columns  
d) Data Sorting
26. What function returns the current date and time in Excel?  
a) DATE()  
b) NOW()  
c) TIME()  
d) TODAY()
27. What does the error **#REF!** mean in Excel?  
a) The formula contains a reference to a deleted cell  
b) The function is not recognized  
c) The formula divides by zero  
d) The formula has a circular reference
28. Which error appears when a formula tries to divide by zero?  
a) #VALUE!  
b) #DIV/0!  
c) #NUM!  
d) #ERROR!
29. What will happen if you enter =A1+A2 in **cell A1**?  
a) The formula will work normally  
b) Excel will show a circular reference warning  
c) Excel will automatically correct the formula  
d) The sum will be calculated as 0
30. How can you quickly remove all formatting from a selected range?  
a) Press **Ctrl + Shift + R**  
b) Click **Clear All** under the **Home** tab  
c) Use **Conditional Formatting → Clear Rules**  
d) Press **Ctrl + C** and then **Delete**
31. How do you adjust column width to fit the content automatically?  
a) Click **View → Adjust Width**  
b) Click **Home → AutoFit Column Width**  
c) Double-click the column header boundary  
d) Press **Ctrl + W**
32. What will =AVERAGE(10, 20, 30, 40) return?  
a) 20  
b) 25  
c) 30  
d) 40
33. What will the formula =5\*2+3 return?  
a) 10  
b) 13  
c) 16  
d) 8
34. How can you quickly remove all content from a selected cell?  
a) **Delete**  
b) **Backspace**  
c) **Ctrl + X**  
d) **Alt + Shift + C**
35. What does **Ctrl + Z** do in Excel?  
a) Saves the workbook  
b) Redoes an action  
c) Undoes the last action  
d) Closes the file