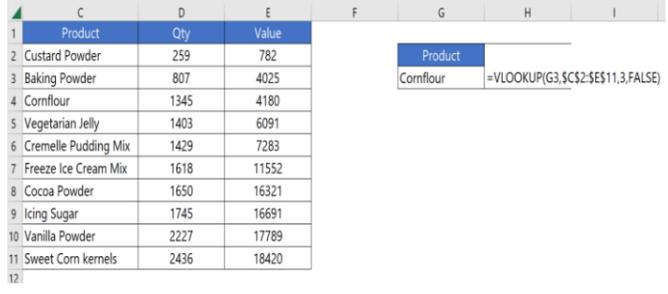
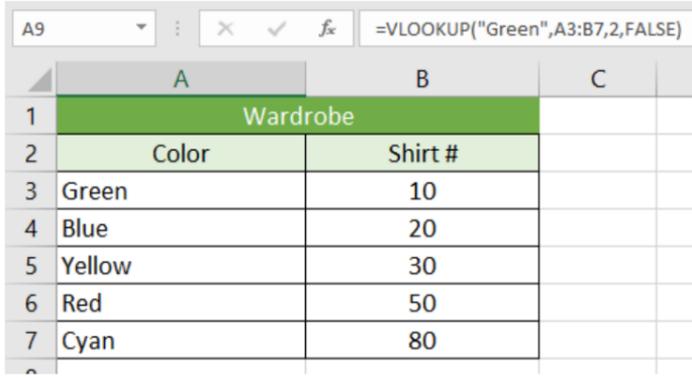


Part	sub/obj	Marks	Question	Answer Option 1	Answer Option 2	Answer Option 3	Answer Option 4	Correct Answer(A/B/C/D)	CO (any one)	Bloom's Taxonomy Level (any One most relevant only)
A	obj	1	The name box	Shows the location of the previously active cell	Appears to the left of the formula bar	Appears below the status bar	Appears below the menu bar	B	CO1	L3
A	obj	1	When you copy a formula	Excel erases the original copy of the formula	Excel edits cell references in the newly copied formula	Excel adjusts absolute cell references	Excel doesn't adjust relative cell references	B	CO1	L3
A	obj	1	What symbol is used before a number to make it a label?	” (quote)	= (equal)	_ (underscore)	' (apostrophe)	D	CO1	L3
A	obj	1	Concatenation of text can be done using	Apostrophe (')	Exclamation (!)	Hash (#)	Ampersand (&)	D	CO1	L3
A	obj	1	Comments can be added to cells using	Edit > Comments	Insert > Comments	File > Comments	View > Comments	B	CO1	L3
A	obj	1	Getting data from a cell located in a different sheet is called _____	Accessing	Referencing	Updating	Functioning	B	CO1	L3
A	obj	1	Which of the following formulas will Excel Not be able to calculate?	=SUM(Sales)-A3	=SUM(A1:A5)*0.5	=SUM(A1:A5)/(10-10)	=SUM(A1:A5)-10	A	CO1	L3
A	obj	1	To create a formula, you can use:	Values but not cell references	Cell references but not values	Values or cell references although not both at the same time	Value and cell references	D	CO1	L3
A	obj	1	A circular reference is	Geometric modeling tool	A cell that points to a drawing object	A formula that either directly or indirectly depends on itself	Always erroneous	C	CO1	L3
A	obj	1	Which of the following formulas is not entered correctly?	=10+50	=B7*B1	=B7+14	10+50	D	CO1	L3
A	obj	1	The Conditional Formatting function in Excel allows you to:	Automatically apply formatting based on specific rules or conditions being met.	Automatically apply highlighting to selected cell ranges based on specific rules or conditions being met.	Automatically change the font of selected cell ranges based on specific rules or conditions being met.	All of the options listed above are correct.	D	CO1	L3
A	obj	1	Where can you find the option to set Conditional Formatting rules?	Under the Insert tab on the Ribbon in the Formatting group.	Under the Page Layout tab on the Ribbon in the Styles group.	Under the Home tab on the Ribbon in the Styles group.	Under the Formulas tab on the Ribbon in the Formatting group.	C	CO1	L3
A	obj	1	Which option on the Conditional Formatting menu should you click to find the Text That Contains... option?	Click on the Data Bars option.	Click on the Highlight Cells Rules option.	Click on the Top/Bottom Rules option.	You can click on any of the options in the Conditional Formatting menu to access this option.	B	CO1	L3
A	obj	1	Which of the following formatting options can you set for Conditional Formatting rules?	Light Red Fill With Dark Red Text, Yellow Fill With Dark Yellow Text and Green Fill With Dark Green Text.	Light Red Fill With Dark Red Text.	Light Red Fill, Light Yellow Fill and Light Green Fill.	You can apply any of the formatting detailed in the options above as well as number, border, shading and font formatting.	D	CO1	L3
A	obj	1	Several Conditional Formatting rules have been applied to this worksheet. How can you ascertain which rules have been applied and where?	Click on the Conditional Formatting button in the Styles group and select Manage Rules.	Right click in an area of the worksheet that contains conditional formatting and select Format Cells.	Click on the Conditional Formatting button in the Styles group and select More Rules.	None of the options listed above are correct.	A	CO1	L3
A	obj	1	How can you remove conditional formatting, such as the colored font and blue, pink and green shading, from this worksheet?	Select the worksheet or range of cells, right click and select Format Cells from the menu list. From here you can remove formatting.	Select the worksheet or range of cells, click on Conditional Formatting and select the Clear Rules option.	Select the worksheet or range of cells, click on Delete in the Cells group and select Delete Formatting Only.	All of the options listed above are correct.	B	CO1	L3

Part	sub/obj	Marks	Question	Answer Option 1	Answer Option 2	Answer Option 3	Answer Option 4	Correct Answer(A/B/C/D)	CO (any one)	Bloom's Taxonomy Level (any One most relevant only)
A	obj	1	Top/Bottom Rules allow you to apply conditional formatting to cells that fall within the top or bottom numbers or percentile. How many items will it allow you to include in the rule?	The top or bottom 10 items or top or bottom 10% only.	The top 10 items and top 10% only.	The top or bottom 100 items only.	Any logical number of items or percentages in top or bottom value frames.	D	CO1	L3
A	obj	1	Which of the following functions can you <u>NOT</u> perform using the Conditional Formatting option?	Insert icons that visually display the ranking or rating of values in a selected range.	Apply conditional formatting to dates that fall within specified date ranges.	Use conditional formatting to highlight any duplicate values or data in a worksheet.	Use conditional formatting to dynamically underline in red and green any language or spelling errors on a worksheet.	D	CO1	L3
A	obj	1	How do you change the range of cells that a Conditional Formatting rule applies to?	You cannot change the range, you have to clear the rule first and then reapply it.	In the Conditional Formatting Rules Manager dialogue box, edit the cell range for the rule in the Applies To section.	Select the cell range and reapply the rule. This will automatically delete the previous rule and create a new one.	Right click the cell range and select Update Conditional Formatting Rule from the menu list.	B	CO1	L3
A	obj	1	Immediately after applying a conditional formatting rule, you realize it is a mistake. How do you fix it? Choose the best answer:	You have to clear the rule you created by going to the Conditional Formatting Rules Manager dialogue box and deleting the rule.	You have to clear all rules that have been applied to the worksheet or selected range, by clicking on the Clear Rules button.	You can simply press the Undo button or use the shortcut Ctrl+Z to undo the last rule created.	You can right click the area where the conditional formatting rule has been applied and select Clear Rule from the menu list.	C	CO1	L3
A	obj	1	What characteristics are required in the source data to create a Pivot Table?	A list or table with values in it	The data is housed in an Excel table or covered by a named range	A contiguous data range with headers	None of these	C	CO2	L3
A	obj	1	How do you remove an item from a Pivot Table?	Drag it back from the Pivot fields into the field well	Delete it from the source data, and then refresh the Pivot Table	Right click the item in the field list and select Remove	None of these	A	CO2	L3
A	obj	1	Suppose you change something in your Pivot Table's source data. What are the implications?	The Pivot Table will update automatically	You must manually refresh your Pivot Table in order to see the change show up there	You must close your workbook and re-open it to get the Pivot Table to update	None of these	B	CO2	L3
A	obj	1	A ____ is an interactive view of worksheet data.	Pivot table report	2D column chart	Trendline	None of these	A	CO2	L3
A	obj	1	A ____ report is an interactive chart that allows users to change the groupings that graphically present data.	Slicer chart	Pivot Chart	Trend chart	2D column chart	B	CO2	L3
A	obj	1	What can you use to easily filter pivot tables interactively in a worksheet?	Slicer	Checkbox	Conditional formatting	None of these	A	CO2	L3
A	obj	1	What dialog box allows you to change a field name in a PivotTable?	Field options	Field pane	Field settings	Field structure	C	CO2	L3
A	obj	1	Under which tab and in which function group will you find the option to insert a Pivot Table?	Under the Insert tab in the Tables group	Under the Formulas tab in the Data Analysis group	In the Data group in the Tables group	None of these	A	CO2	L3
A	obj	1	What command allows you to highlight the cell(s) in a data table that matches your set-up information?	Cell Styles	Conditional Formatting	Auto Formatting	Data Table Styles	B	CO2	L3
A	obj	1	Which of the following is NOT a box in the PivotTable Fields List?	Column Labels	Report Filter	Values	Formulas	D	CO2	L3

Part	sub/obj	Marks	Question	Answer Option 1	Answer Option 2	Answer Option 3	Answer Option 4	Correct Answer(A/B/C/D)	CO (any one)	Bloom's Taxonomy Level (any One most relevant only)
A	obj	1	What function displays row data in a column or column data in a row?	Hyperlink	Index	Transpose	Rows	C	CO2	L3
A	obj	1	Tables created through Excel's table feature allow users to filter _____ by different values.	Rows	Columns	Sections	Values	A	CO2	L3
A	obj	1	Suppose you want a message to pop up each time a particular cell is selected. How do you make this happen?	Use a comment	Use conditional formatting	Use a data validation input message	None of these	C	CO2	L3
A	obj	1	How do you ensure that only dates, in a valid format, can be entered in a particular cell?	Put a message in the cell that says users need to enter a valid date	Set up a data validation input message for the cell	Create a data validation rule for the cell that restricts users to only entering dates	None of these	C	CO2	L3
A	obj	1	Which of the following represent the three sections of Data Validation found within the Data Validation dialog box?	Settings, Input Message, Error Alert	Dates & Times, Numbers and Text	Data, Data Criteria, Data Validation	Rows, Cells and Columns	A	CO2	L3
A	obj	1	Which of the formulas below contain the correct syntax (formula arguments) for the VLOOKUP function?	=VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)	=VLOOKUP(table_array, lookup_value, col_index_num, range_lookup)	=VLOOKUP(lookup_value, table_array, col_index_num, value)	None of these	A	CO2	L3
A	obj	1	Suppose cells C2:E11 contain a table with product name in column C, Quantity in column D and Value in column E. What does the formula =VLOOKUP(G3,C2:E11,3,FALSE) return? 	1345	4180	#N/A	None of these	B	CO2	L3
A	obj	1	Which is not part of conditional formatting?	Highlight cells rules	Top/Bottom rules	Color Scales	Sort & Filter	D	CO2	L3

Part	sub/obj	Marks	Question	Answer Option 1	Answer Option 2	Answer Option 3	Answer Option 4	Correct Answer(A/B/C/D)	CO (any one)	Bloom's Taxonomy Level (any One most relevent only)																																
A	obj	1	<p>If the formula in the given image is applied in blank cell, what will be the return value?</p>  <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="3">Wardrobe</td> </tr> <tr> <td>2</td> <td>Color</td> <td>Shirt #</td> <td></td> </tr> <tr> <td>3</td> <td>Green</td> <td>10</td> <td></td> </tr> <tr> <td>4</td> <td>Blue</td> <td>20</td> <td></td> </tr> <tr> <td>5</td> <td>Yellow</td> <td>30</td> <td></td> </tr> <tr> <td>6</td> <td>Red</td> <td>50</td> <td></td> </tr> <tr> <td>7</td> <td>Cyan</td> <td>80</td> <td></td> </tr> </tbody> </table>		A	B	C	1	Wardrobe			2	Color	Shirt #		3	Green	10		4	Blue	20		5	Yellow	30		6	Red	50		7	Cyan	80		Green	10	#10	None of these	B	CO2	L3
	A	B	C																																							
1	Wardrobe																																									
2	Color	Shirt #																																								
3	Green	10																																								
4	Blue	20																																								
5	Yellow	30																																								
6	Red	50																																								
7	Cyan	80																																								
A	obj	1	Validation makes sure that data is	Correct	Numerical	Text	None of these	A	CO2	L3																																