



## Choose the correct answer

**1. The basic unit of a worksheet into which you enter data in excel is called a**

- 1] Cell    2] Column    3] Box    4 ] Table

**2. An excel file is generally called**

- 1] Spreadsheet    2] Worksheet  
3] Worksheet    4] Sheet

**3. What is the tool button used for sum a large range of data**

- 1] Fill    2] clear  
3] Auto sum    4] Format

**4. In excel rows are labelled as**

- 1] A,B,C etc    2] 1,2,3 etc  
3] A1, A2 etc    4 ] \$A1, \$A2 etc

**5. What happens when we press Ctrl + X after selecting some cells**

- 1] The cell content of selected cell disappear and stored in clipboard  
2] The selected cells are marked for cutting  
3] The selected cells are deleted and the cells are shifted left  
4] The selected cells are deleted and the cells are shifted up





## Choose the correct answer

**6. By default how many sheets are there when we create a new excel file**

- 1] 1      2] 3      3] 5      4] 10

**7. Which function used for calculate how many numeric entries are there**

- 1] NUM                      2] SUM  
3] COUNT                  4] MIN

**8. The process of arranging items in a column in some sequence or order is known as**

- 1] Arranging              2] Sorting  
3] Filtering                4] Autofill

**9 Which of the following is not the correct method of editing cell content**

- 1] Press the Alt Key              2] Press the F2 key  
3] Click the formula bar        4] Double click the cell

**10. Which function is not available in the consolidate dialog box**

- 1] Average                  2] Max  
3] Count                      4] Pmt

