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1012N942

Candidate's Seat No : _____

IMBA (BI/IB/APR) Sem.-7 Examination

BM/IB/APR

RSS

Time : 1-30 Hours]

December-2024

[Max. Marks : 70

Instructions : (1) This paper contains **Thirty Five** questions.

(2) Each Question is of 2 Marks.

(3) Each Question is of multiple choices.

(4) All questions are compulsory.

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|------------|--|--------------|
| Q.1 | Which Excel function can be used to count the number of cells that are not empty? | 2 |
| | A) COUNTIF | |
| | B) COUNTA | |
| | C) COUNTBLANK | |
| | D) COUNTIFS | |
| Q.2 | What feature in Excel allows users to visually separate large sections of data by changing the cell format based on specific criteria? | 2 |
| | A) Data Validation | |
| | B) Conditional Formatting | |
| | C) Goal Seek | |
| | D) Data Filter | |
| Q.3 | What is the shortcut to create a new Excel workbook? | 2 |
| | A) Ctrl + S | |
| | B) Ctrl + N | |
| | C) Ctrl + O | |
| | D) Ctrl + P | |
| Q.4 | Which of the following symbols is used to start a formula in Excel? | 2 |
| | A) * | |
| | B) / | |
| | C) = | |
| | D) % | |
| Q.5 | In Excel, which tool would you use to make a list of choices in a cell? | 2 |
| | A) Format Painter | |
| | B) Conditional Formatting | |
| | C) Data Validation | |
| | D) Find & Replace | |

- Q.6** In Excel, which feature allows you to automatically fill cells with sequential data, like numbers or dates? **2**
 A) Format Painter
 B) Fill Handle
 C) Filter
 D) Freeze Panes
- Q.7** Which of these keys will edit the content of a cell in Excel? **2**
 A) F1
 B) F2
 C) F3
 D) F4
- Q.8** Which Excel feature allows you to sort data in alphabetical or numerical order? **2**
 A) Data Validation
 B) Format Painter
 C) Sort
 D) Freeze Panes
- Q.9** What is the default alignment for text in Excel cells? **2**
 A) Left
 B) Right
 C) Center
 D) Justify
- Q.10** What will the formula =TEXT(234.567, "0.00") return? **2**
 A) 234.57
 B) 234.5
 C) 235
 D) 234.00
- Q.11** Which Excel function will count the total number of numeric entries in a range? **2**
 A) COUNTA
 B) COUNT
 C) COUNTIF
 D) COUNTBLANK
- Q.12** Which tab contains the 'Spelling' option to check for spelling errors? **2**
 A) Data
 B) Home
 C) Review
 D) Insert
- Q.13** What does the function =LEN("Hello World") return? **2**
 A) 10
 B) 11
 C) 12
 D) 5
- Q.14** What will the formula =IF(AND(A1>10, B1<5), "Yes", "No") return if A1 is 12 and B1 is 3? **2**
 A) Yes
 B) No
 C) True

- D) False
- Q.15** Which of the following is NOT a valid Excel function? 2
 A) AVERAGE
 B) TOTAL
 C) COUNTIF
 D) CONCATENATE
- Q.16** Which Excel function is used to search for a value in the first row of a table and return a value in the same column from a specified row? 2
 A) VLOOKUP
 B) HLOOKUP
 C) MATCH
 D) FIND
- Q.17** If you want to count the number of cells in a range that contain specific text, which function would you use? 2
 A) COUNTA
 B) COUNTIF
 C) COUNT
 D) SUMIF
- Q.18** Which Excel function can return the largest number in a range of cells? 2
 A) MAX
 B) MIN
 C) LARGEST
 D) SUM
- Q.19** What will the formula =ROUND(123.456, 1) return? 2
 A) 123.4
 B) 123.5
 C) 123.45
 D) 124.0
- Q.20** To create a drop-down list in a cell, which feature would you use? 2
 A) Sort & Filter
 B) Data Validation
 C) Conditional Formatting
 D) Format Cells
- Q.21** In Excel, what does the ISNUMBER function do? 2
 A) Checks if a cell contains only text
 B) Checks if a cell contains a number
 C) Converts text to a number
 D) Checks if a cell is blank
- Q.22** If you want to combine the contents of multiple cells into one, which function would you use? 2
 A) CONCATENATE
 B) SUM
 C) SPLIT
 D) AVERAGE

- Q.23** Which Excel function can count the number of blank cells in a range? 2
 A) COUNTIF
 B) BLANKCOUNTER
 C) COUNTBLANK
 D) BLANKS
- Q.24** What does the 'Merge & Center' feature do? 2
 A) Adds a border around cells
 B) Combines cells and centers the text
 C) Adds shading to cells
 D) Removes all text formatting
- Q.25** To switch between different open workbooks in Excel, you use: 2
 A) Ctrl + O
 B) Ctrl + Tab
 C) Ctrl + N
 D) Ctrl + Shift
- Q.26** Which Excel feature allows you to lock specific rows or columns on the screen while scrolling? 2
 A) Sort
 B) Data Validation
 C) Freeze Panes
 D) Filter
- Q.27** If you want to Redo an action in Excel, which shortcut would you use? 2
 A) Ctrl + Z
 B) Ctrl + Y
 C) Ctrl + X
 D) Ctrl + U
- Q.28** What is the shortcut to find and replace text in Excel? 2
 A) Ctrl + S
 B) Ctrl + R
 C) Ctrl + H
 D) Ctrl + F
- Q.29** Which of the following is the correct function to add up a range of cells? 2
 A) TOTAL
 B) SUM
 C) ADD
 D) COMBINE
- Q.30** Which Excel function finds the average of numbers in a specified range? 2
 A) MEAN
 B) MEDIAN
 C) MODE
 D) AVERAGE
- Q.31** What is the purpose of the 'Zoom' slider in Excel? 2
 A) To add new rows and columns
 B) To change the color of cells
 C) To increase or decrease the view size of the worksheet
 D) To save the worksheet

N942-5

- Q.32** Which of these actions can you perform by right-clicking on a cell? **2**
- A) Copy
 - B) Paste
 - C) Paste
 - D) All of the above
- Q.33** How can you select all cells in an Excel worksheet? **2**
- A) Press Ctrl + A
 - B) Click on any cell
 - C) Press Ctrl + C
 - D) Right-click on a cell
- Q.34** Which of these is NOT a valid type of chart in Excel? **2**
- A) Pie Chart
 - B) Column Chart
 - C) Triangle Chart
 - D) Line Chart
- Q.35** Which of the following is used to move to the next cell in a row in Excel? **2**
- A) Enter key
 - B) Tab key
 - C) Shift key
 - D) Ctrl key
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