M.S Excel Specimen Questions

Q.1 Fill in the blanks

1. Google Sheet is a _____ &_____
2. =sum(A1, A2, A3) is a example of _____ Range.
3. Sort & filter Group contains _____ & _____.
4. _____ & _____ page order in Excel.
5. _____& _____ is the sub option of Freeze panes.

6. _____option is used to close the existing workbook only .
7. _____ is the sign of Insert Function.
8. _____ & _____ effects in Excel.
9. There are _____ sub option under Clear in Editing Group.
10. _____ sub option is used to hide the Row & Column Headings under show option.

Q.2 True / False

1. Can we hide the formula bar in Excel.
2. Average is a Math Function.
3. Wrap Text Is A Text Effect In Excel.
4. Middle Align Is A Type Of Vertical Alignment.
5. Word count is used to see the statistics of sheet
6. Can we hide the ribbon in Excel.
7. The combination of rows & columns is called cell.
8.   Can we increase the height of selected column.
9. We can do the same work in all the sheet at a time.
10. =sum is a Formula in Excel.

Q.3 Write The One Word Answers.

1. Which option is used to remove the split in Excel.
2. How many option in outline Group in Excel.
3. Write the name of any two Text function.
4. Which option is used to print the selected portion to print in sheet in print option.
5. Which group contains that Wrap Text option.?
6. Which Formula is used to count the empty Cell.
7. What is the Result of Following Function =Power (6,2)?
8. Write the name of Online Spreadsheet.
9. Which group contains that Subtotal option.?
10. Write the Address of Last Cell.