

MS Excel MCQ Questions and Answers

Question 1: What is the shortcut key to save a workbook in Excel?

Options:

- A. Ctrl + S
- B. Ctrl + A
- C. Ctrl + C
- D. Ctrl + V

Answer: Ctrl + S

Question 2: Which function is used to calculate the average in Excel?

Options:

- A. AVG
- B. AVERAGE
- C. MEAN
- D. CALC

Answer: AVERAGE

Question 3: How can you start a formula in Excel?

Options:

- A. =
- B. +
- C. *

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D. -

Answer: =

Question 4: What is the maximum number of rows in an Excel 2016 worksheet?

Options:

A. 1,048,576

B. 65,536

C. 1,000,000

D. 500,000

Answer: 1,048,576

Question 5: Which of the following is not an Excel function?

Options:

A. SUM

B. AVERAGE

C. CONCATENATE

D. CALC

Answer: CALC

Question 6: What does the VLOOKUP function do?

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Options:

- A. Finds the maximum value
- B. Finds the minimum value
- C. Looks up and retrieves data
- D. Formats the cell

Answer: Looks up and retrieves data

Question 7: How do you create a chart in Excel?

Options:

- A. Insert -> Chart
- B. Data -> Chart
- C. View -> Chart
- D. Formulas -> Chart

Answer: Insert -> Chart

Question 8: Which key combination is used to open the 'Find and Replace' dialog box in Excel?

Options:

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + R

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Answer: Ctrl + H

Question 9: What does the CONCATENATE function do?

Options:

- A. Combines text from multiple cells
- B. Splits text into multiple cells
- C. Calculates the sum
- D. Removes text from cells

Answer: Combines text from multiple cells

Question 10: How can you apply a filter to a dataset in Excel?

Options:

- A. Data -> Filter
- B. Insert -> Filter
- C. Home -> Filter
- D. Review -> Filter

Answer: Data -> Filter