

## MS Excel Multiple Choice Questions with Answers

1. Comments put in cells are called \_\_\_\_\_.

- A. Smart Tip
- B. Cell Tip
- C. Web Tip
- D. Soft Tip

**Ans: B**

2. Comments can be added to cells using \_\_\_\_.

- A. Edit Comments
- B. Insert Comment
- C. File Comments
- D. View Comments

**Ans: B**

3. Which menu option can be used to split windows into two?

- A. Format Window
- B. View Window Split
- C. Window Split
- D. View Split

**Ans: C**

4. Getting data from a cell located in a different sheet is called \_\_\_\_.

- A. Accessing
- B. Referencing
- C. Updating
- D. Functioning

**Ans: B**

5. Which of the following is not a valid data type in Excel?

- A. Number
- B. Character
- C. Label
- D. Date/Time

**Ans: B**

6. Which elements of a worksheet can be protected from accidental modification?

- A. Contents
- B. Objects
- C. Scenarios
- D. All of the above

**Ans: D**

7. A numeric value can be treated as label value if \_\_\_\_\_ precedes it.

- A. Apostrophe (')
- B. Exclamation (!)
- C. Hash (#)
- D. Tilde (~)

**Ans: A**

8. Concatenation of text can be done using

- A. Apostrophe (')
- B. Exclamation (!)
- C. Hash (#)

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