



# SANTHIGIRI

## COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

### Data Analysis Using Advanced Excel

ADD-SC-08

Time : 1 hr

Marks: 20

Date: 30/1/2022

(Answer all Questions)

(1\*20=20)

1.

1. In MS-Excel to protect a worksheet, you can choose Protection and the Protect Sheet from the ..... menu \*

- Edit
- Format
- Tools
- All of the above

2.

2. What is the intersection of a column and a row on a worksheet called ?

- Column
- Address
- Value
- Cell

3.

3. Which function in Excel tells how many numeric entries are there ? \*

- NUM
- COUNT
- SUM
- CHKNUM

4.

4. A feature that displays only the data in column (s) according to specified criteria

- Formula
- Sorting
- Pivot
- Filtering

5.

5. Which one is not a Function in MS Excel ?

- SUM
- MAX
- MIN
- AVG

6.

6. Functions in MS Excel must begin with \_\_\_\_

- An () sign
- An Equal Sign
- A Plus Sign
- A > Sign

7.

7. The process of arranging the items of a column in some sequence or order is known as :

- Arranging
- Autofill
- Sorting
- Filtering

8. The \_\_\_\_ feature of MS Excel quickly completes a series of data

- Auto Complete
- Auto Fill
- Fill Handle
- Sorting

9.

9. How many sheets are there, by default, when we create a new Excel file ?

- 1
- 3
- 5
- 10

10. In Excel, which one denoted a range from B1 through E5

- B1 - E5
- B1:E5
- B1 to E5
- B1\$E5

11. Which Of The Following Keyboard Shortcut Can Be Used For Creating A Chart From The Selected Cells ?

- F11
- F10
- F4
- F2

12. Which Key Is Used For Help In MS Excel?

- F2
- F1
- F3
- None of these

13. Which Of These Keys Are Used In MS Excel To Insert Current Time In Workbook?

- Ctrl+ :
- Ctrl+ "
- Ctrl+ ;
- Ctrl+T

14. VLOOKUP Function Used To ? \*

- Finds Related Records
- Looks Up Text That Contain "v"
- Check If Two Cells Are Identical
- None Of Above

15. Vlookup Means \*

- Vertical Lookup
- Value Lookup
- None of these

16. What are the shortcut keys for AutoSum? \*

- ALT and S
- CTRL and S
- ALT and =
- CTRL and =

17. How we can view a cell comment ? \*

- Position the mouse pointer over the cell
- Click the comment command on the view menu
- Click the edit comment commands on the Insert menu
- Click the Display comment command on the window menu

18. What function displays row data in a column or column data in a row ? \*

- Transpose
- Index
- Rows
- Hyperlinks

...

19. How do you change column width to fit the contents ?

- Single-click the boundary to the left to the column heading
- Double click the boundary to the right of the column heading
- Press Alt and single click anywhere in the column
- All of above

20. To drag a selected range of data to another worksheet in the same workbook, use the ? \*

- Ctrl key
- Shift key
- Alt key
- Tab key

*Parakkal*

