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Fundamentals of Data Analysis using Excel

ADD-CC-02

Time : 1 hr

Marks: 20

Date: 30/09/2022

Part- A

(Answer all Questions)   (1*20=20)

1.

A features that displays only the data in column (s) according to specified criteria

- Formula
- Sorting
- Pivot
- Filtering

2.

Functions in MS Excel must begin with ___

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

3

One cell format can be copied to another cell by using ?

- Format Painter
- Format Setting
- Format Showing
- Format Checking

4

which function will you use to enter current time in a woksheet cell ? *

○ =time()

○ =nowtime()

○ =now()

○ =currentTime()

5

Which function will you use to enter current time in a woksheet cell ? *

○ =time()

○ =nowtime()

○ =now()

○ =currentTime()

6

Shortcut to delete the selected column ? *

○ Ctrl + -

○ Alt + -

○ Shift + -

○ Insert + -

7

Which function in excel counts the numbers of characters in a cell ?

○ LENGHT

○ LGT

○ LT

○ LEN

8

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

○ Ctrl key

○ Shift key

○ Alt key

○ Tab key

9

w 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

10

What function displays row data in a column or column data in a row ? *

○ Transpose

○ Index

○ Rows

○ Hyperlinks

11 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

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

○ Transpose

○ Index

○ Rows

○ Hyperlinks

13. Vlookup Means *

○ Vertical Lookup

○ Value Lookup

○ None of these

14. What are the shortcut keys for AutoSum? *

○ ALT and S

○ CTRL and S

○ ALT and =

○ CTRL and =

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

○ F11

○ F10

○ F4

○ F2

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

○ F2

○ F1

○ F3

○ None of these

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

○ Formula

○ Sorting

○ Pivot

○ Filtering

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

○ SUM

○ MAX

○ MIN

○ AVG

19. Functions in MS Excel must begin with ___

○ An () sign

○ An Equal Sign

○ A Plus Sign

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

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○ Double click the boundary to the right of the column heading

○ Press Alt and single click anywhere in the column

○ All of above