VEDANT SRI COMPUTER INSTITUTE

EXCEL ONLINE TEST SERIES FINAL

STUDY NOTES | SIMPLE ENGLISH | MCQ PRACTICE

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ABOUT THIS PDF

These notes revise topics covered in the Excel Online Test Series Final. They include spreadsheet navigation, formulas, functions and cell formatting. This is study material, not an MS Excel software installer.

Workbook, Worksheet and Navigation

Understand the spreadsheet terms and the navigation actions tested in the question set.

- An Excel workbook is the file used to store spreadsheet work. It can contain one or more worksheets.
- A worksheet is an individual sheet made up of rows, columns and cells.
- A cell is the intersection of a row and a column. A cell address uses a column letter and row number, such as A1.
- Use Ctrl+Page Down to move to the next worksheet. Use Ctrl+Page Up to move to the previous worksheet.
- Use Alt+H, O, R to open the Rename Sheet command sequence shown in the test.
- Use Ctrl+S to save the spreadsheet. Use Alt+F4 to close the Excel application.
- Press Tab or Enter to move to another cell while entering data, as covered in the test questions.

PRACTICE MCQs

Choose one correct option for each question. Check the answer key on the last page.

1. Which shortcut moves to the next worksheet?

A. Ctrl+Page Up
B. Ctrl+Page Down
C. Ctrl+Arrow Down
D. Ctrl+Shift+N

2. Which shortcut saves a spreadsheet?

A. Ctrl+P
B. Ctrl+S
C. Alt+F4
D. F2

3. Which key sequence opens the Rename Sheet command?

A. Alt+H, O, R
B. Alt+H, O, I
C. Alt+H, W
D. Ctrl+Page Down

Formulas and Cell References

Practise formula entry, cell references and copying formulas across a worksheet.

- A formula begins with an equal sign (=). It can use cell references, numbers and calculation operators.
- For example, =B2*C2 multiplies the value in B2 by the value in C2.
- A reference such as $B$2 locks both the column and the row when a formula is copied.
- The F4 key cycles through reference styles. The test checks row-locking and column-locking with repeated F4 presses.
- Use Ctrl+D to fill a formula down through selected cells.
- Use Ctrl+R to fill a formula to the right through selected cells.
- You can also copy a formula by dragging the Fill Handle or by selecting a range and using the tested keyboard method.

PRACTICE MCQs

Choose one correct option for each question. Check the answer key on the last page.

1. Which symbol starts an Excel formula?

A. +
B. =
C. #
D. @

2. Which shortcut fills a formula down?

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

3. In the reference $B$2, what is locked?

A. Only the column
B. Only the row
C. Both row and column
D. Neither row nor column

Functions Used in the Test

Review the formula functions and examples that appear in the test series.

- RANK returns the position of a number within a list of numbers. Example: =RANK(C2,$C$2:$C$20).
- RIGHT returns characters from the right side of a text value. Example: =RIGHT(A2,3) returns the last three characters from A2.
- PMT calculates a regular payment for a loan using a constant interest rate and payment periods. The test uses a PMT formula for EMI.
- IF checks a condition and returns one result when it is true and another result when it is false.
- TODAY returns the current date. The test combines TODAY with IF to create a payment reminder condition.
- RANDBETWEEN returns a random whole number between a lower and an upper limit. The test also includes RANDARRAY.
- Cell references with dollar signs, such as $B$2, keep a reference fixed when formulas are copied.

PRACTICE MCQs

Choose one correct option for each question. Check the answer key on the last page.

1. Which function is used to find a rank in a list?

A. RIGHT
B. PMT
C. RANK
D. TODAY

2. What does RIGHT(A2,3) return?

A. The first three characters
B. The last three characters
C. Three rows below
D. The cell address

3. Which function is used in the test EMI formula?

A. PMT
B. RANK
C. RIGHT
D. TODAY

Cell Formatting and Worksheet Layout

Review the display, alignment and layout commands included in the test questions.

- Wrap Text displays long cell content on more than one line inside the same cell.
- Merge Across combines selected cells across each row. Merge & Center combines selected cells and centres the content.
- Alignment commands change the position of content inside a cell, such as left, centre or right alignment.
- Use Alt+H, O, H to open the Row Height command sequence.
- Use Alt+H, O, I to open the AutoFit Column Width command sequence.
- Use Ctrl+1 to open the Format Cells window. It includes number and percentage formatting options.
- A date can be displayed with a custom pattern such as DD-MMMM-YYYY to show a two-digit day, full month name and four-digit year.

PRACTICE MCQs

Choose one correct option for each question. Check the answer key on the last page.

1. Which shortcut opens the Format Cells window?

A. Ctrl+1
B. Ctrl+S
C. Ctrl+R
D. Alt+F4

2. Which key sequence is used for Wrap Text in the test?

A. Alt+H, O, H
B. Alt+H, W
C. Alt+H, O, I
D. Ctrl+Page Down

3. Which key sequence opens AutoFit Column Width?

A. Alt+H, O, R
B. Alt+H, O, H
C. Alt+H, O, I
D. Alt+H, W

Answers to Practice MCQs

Check your selections after completing all four topic sections.

Topic 1 - Workbook, Worksheet and Navigation

Q. No.	Option	Correct Answer
1	**B**	Ctrl+Page Down
2	**B**	Ctrl+S
3	**A**	Alt+H, O, R

Topic 2 - Formulas and Cell References

Q. No.	Option	Correct Answer
4	**B**	= (equal sign)
5	**B**	Ctrl+D
6	**C**	Both row and column

Topic 3 - Functions Used in the Test

Q. No.	Option	Correct Answer
7	**C**	RANK
8	**B**	The last three characters
9	**A**	PMT

Topic 4 - Cell Formatting and Worksheet Layout

Q. No.	Option	Correct Answer
10	**A**	Ctrl+1
11	**B**	Alt+H, W
12	**C**	Alt+H, O, I

QUICK REVISION CHECK

- Can you move between worksheets and rename a sheet?
- Can you enter a formula and explain an absolute cell reference?
- Can you identify the purpose of RANK, RIGHT, PMT, IF and TODAY?
- Can you use Wrap Text, Format Cells and AutoFit Column Width?