

G L Bajaj Institute of Management and Research.PGDM Institute

PGDM Batch: 2021-23

Academic Session 2021-22

Mid Term Quiz

Subject Name: EXCEL FOR MANAGERS

Subject Code: PG15

Name of Student

Maximum Marks: 40

Marks Obtained

Note:

1. Writing anything except Roll Number on Quiz paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.
2. There is no negative marking for wrong answer.
3. Tick mark the correct answer.

Q1 The cell address in the Microsoft Office Excel is _____ (CO1)

- A Column Name
- B Row Name
- C First Row then Column Name
- D First Column then Row Name

Answer Key :D

Q2 How the data is organized in a spreadsheet? (CO1)

- A Line and Spacing
- B Rows and Columns
- C Layers and Pallets
- D Height and Width

Answer Key :B

Q3 In MS Excel, which of the following option is not available in the Data menu? (CO1)

- A Validation
- B Filter
- C Freeze Pane
- D Sort

Answer Key :C

Q4 "Comment" option can be used using.....(CO2)

- A Data Menu
- B review
- C Right Click on Cell
- D View

Answer Key :C

Q5 The common point of row and column is called___ (CO1)

- A pixel
- B cell

C 0
D Track
Answer Key :B

Q6 For which one of the following, MsExcel is of maximum importance? (CO1)
A Finance Professionals
B Accountants and Auditors
C Stoke Brokers
D Cannot be determined
Answer Key :D

Q7 The maximum rows in (Excel 2019) in a work sheet is..? (CO1)
A 1048016
B 1048576
C 1048096
D 1148576
Answer Key :B

Q8 How many text alignments are in MS EXCEL2019Word? (CO2)
A 8
B 6
C 4
D 10
Answer Key :B

Q9 What is the shortcut key to insert current date in cell ? (CO3)
A Ctrl + /
B Ctrl + T
C Ctrl + D
D Ctrl + ;
Answer Key :D

Q10 How can you show or hide the Grid lines in Excel sheet? (CO2)
A Click on the Grid Line tool in the Forms Toolbar
B Not possible to hide
C Go to View tab then Mark or unmarked the Grid line box
D None of these
Answer Key :C

Q11 What is the shortcut key to insert a new sheet in the current workbook? (CO2)
A Alt + F11
B F11
C Ctrl + F11
D Shift + F11
Answer Key :D

Q12 This keyboard shortcut is used to create charts for a selected data range.... (CO2)
A F2
B F4

- C ALT+F1
- D F8

Answer Key :C

Q13 Your Institute teachers have set an assignment on 'Studies'. You are required to use a spreadsheet to record all that you study on each day for four weeks. You decide to show each week's data with an accompanying graph. What is the best way of doing this? (CO3)

- A Use tables
- B Create four separate files
- C Transfer information to a database
- D Use multiple sheets

Answer Key :D

Q14 Which of the following may NOT be included in a formula? (CO3)

- A Cell references
- B Functions
- C Text constants
- D Numeric constants

Answer Key :C

Q15 All commands are carried out on a rectangular group of cells known as a.....(CO2)

- A worksheet
- B range
- C group
- D cell group

Answer Key :B

Q16 In a copy operation, the cell(s) you are copying from is called as..... (CO3)

- A copy range.
- B source range
- C destination range.
- D clipboard.

Answer Key :B

Q17 A cell reference that does not change during a copy operation is known as ____ (CO3)

- A absolute
- B relative
- C mixed
- D constant

Answer Key :A

Q18 This type of Cell referencing, that is , B\$5 is known as ____ (CO3)

- A absolute
- B relative
- C mixed
- D constant

Answer Key :C

Q19 What happens if you single click a chart that is not currently active? (CO2)

- A The chart is deleted.
- B The chart is doubled in size.
- C The chart is selected.
- D The application that created the chart is started

Answer Key :C

Q20 Which of the following features is available in Excel DATA TABLES - TABLE DESIGN Option...? (CO2)

- A Insert last Row
- B Insert Slicer
- C Freeze Pane
- D Zoom

Answer Key : B

Q21 The address of the current cell in Excel is displayed in _____ (CO1)

- A Formula bar
- B Status bar
- C Name Box
- D Title bar

Answer Key :C

Q22 We have the scores for students in an exam as shown in figure (column A) and the grading conditions in column C and D. Which is the formula that will give the grades for each student?

| | A | B | C | D | E | F |
|----|-------------|--------------|--------------|---|--------------|--------------|
| 1 | Name | Score | Grade | | Score | Grade |
| 2 | Jon | 92 | | | 0 | F |
| 3 | Martha | 68 | | | 40 | E |
| 4 | Ben | 46 | | | 60 | D |
| 5 | Steve | 82 | | | 70 | C |
| 6 | Jen | 80 | | | 80 | B |
| 7 | Bob | 93 | | | 90 | A |
| 8 | Mark | 35 | | | | |
| 9 | Rob | 75 | | | | |
| 10 | Emilie | 81 | | | | |

- a** IFS()
- b COUNTIFS()
- c AVERAGEIFS()
- d MAXIFS()

Q23 In the dataset given below, which of the functions would count the number of orders from the region Central and also greater than or equal to 500

| | A | B | C | D |
|----|-------------|---------------|-------------|---------------|
| 1 | Date | Region | Item | Amount |
| 2 | 01/10/2020 | Central | Veg | 605 |
| 3 | 09/10/2020 | Central | Fruit | 377 |
| 4 | 25/10/2020 | North | Veg | 463 |
| 5 | 27/10/2020 | North | Fruit | 364 |
| 6 | 27/10/2020 | North | Fruit | 538 |
| 7 | 29/10/2020 | South | Veg | 686 |
| 8 | 29/10/2020 | Central | Veg | 663 |
| 9 | 05/11/2020 | South | Fruit | 608 |
| 10 | 07/11/2020 | Central | Veg | 787 |
| 11 | 07/11/2020 | North | Fruit | 290 |
| 12 | 12/11/2020 | South | Veg | 627 |

- a =COUNTIFS(B\$2:\$B12,"Central")
- b =COUNTIFS(\$B\$2:\$B\$12,"Central",\$D\$2:\$D\$12,">=500")**
- c =COUNTIFS(B2:B12,"Central",D2:D12,">=500")
- d =COUNTIFS(\$B\$2:\$B\$12,"Central",\$D\$2:\$D\$12, >=500)

Q24 How can we have the tallest basketball player in junior school from the given data in figure below?

| | A | B | C | D |
|----|---------|------------|--------|------------|
| 1 | Name | Sport | School | Height, cm |
| 2 | Aiden | Football | Junior | 156 |
| 3 | Caden | Volleyball | Junior | 165 |
| 4 | Ethan | Running | Senior | 173 |
| 5 | Jackson | Running | Senior | 170 |
| 6 | Jacob | Basketball | Senior | 168 |
| 7 | Liam | Basketball | Junior | 160 |
| 8 | Lucas | Football | Senior | 171 |
| 9 | Mason | Volleyball | Senior | 179 |
| 10 | Noah | Running | Senior | 169 |
| 11 | Oliver | Basketball | Junior | 159 |

- a =MAXIFS(D2:D11, B2:B11, "basketball", C2:C11, "junior")
- b =MAXIFS(D2:D11, B2:B11, "junior", C2:C11, "basketball")
- c =MAXIFS(D2:D11, B2:B11, "Basketball", C2:C11, "Junior")**
- d =MAXIFS(D2:D11, B2:B11, Junior, C2:C11, Basketball)

Q25 In the given data in figure below, what will the output of the formula =MINIFS(D5:D16,C5:C16,"F",E5:E16,"B")

| | A | B | C | D | E |
|----|------------------------|--------|-------|-------|---|
| 1 | MINIFS function | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | Name | Gender | Score | Group | |
| 6 | Annie | F | 72 | A | |
| 7 | Arturo | M | 76 | B | |
| 8 | Cassidy | F | 83 | B | |
| 9 | Collin | M | 83 | A | |
| 10 | Edward | M | 79 | B | |
| 11 | Hannah | F | 93 | A | |
| 12 | Joanna | F | 81 | A | |
| 13 | Joshua | M | 69 | A | |
| 14 | Miranda | F | 85 | B | |
| 15 | Oscar | M | 65 | A | |
| 16 | Weston | M | 64 | B | |
| 17 | William | M | 64 | B | |

- a 72
- b 83**
- c 65
- d 64

Q26 Using the following string of characters, FLM676728B82, which formula will extract 676728? The data is located in cell B2

- a =Mid(6,4)
- b =Right(B2,4,6)
- c =Left(4,6)
- d =Mid(B2,4,6)**

Q27 Where on the Excel screen do you find the Concatenate function?

- a In the Outline group under the Data tab on the Ribbon.
- b In the Function Library group under the Formula tab on the Ribbon.
- c In the Data tools group under the Data tab on the Ribbon.
- d In the Function group under the Insert tab on the Ribbon.**

Q28 Which of the following formula replaces all instances of the uppercase "X" with "Y" in cell A2

| | A |
|---|---------------------------|
| 1 | Original text |
| 2 | X years, X months, x days |

- a =Replace(A2,"X","Y")
- b =Substitute(A2,"X","Y",2)
- c =SUBSTITUTE(A2,"X","Y")**
- d None

Q29 Which of the following formula will give the desired result as given in the table below

| Original text | Result |
|---------------|-------------|
| 123456789 | 123-456-789 |
| 345678912 | 345-678-912 |
| 125678349 | 125-678-349 |
| 145678239 | 145-678-239 |
| 156123789 | 156-123-789 |

- a =REPLACE(REPLACE(D3,4,0,"-"),8,0,"-")**
- b =REPLACE(D3,4,0,"-")
- c =REPLACE(REPLACE(D3,4,0,"-"))
- d None

Q30 Which of the following is NOT an argument you will find in a SUMIFs function?

- a sum_range
- b value_if_true
- c criteria_range1
- d Range 2**

Q31 When using SUMIFS, why is it a good idea to use entire column references?

- a Excel can scan an entire column faster
- b The function only works with entire columns or rows.**

- c Using an entire column reduces the potential for error
- d The function will not need to be changed as the criteria list grows or shrinks

Q32 If none of the logical tests evaluate to TRUE, then IFS function would give #N/A error. Which of the following functions would be used to handle the error?

- a ERRORIF ERROR
- b IFERROROCCURS
- c IFERROR**
- d ERRORIF

Q33 Which of the following statements are TRUE?

- a You use SUMIFs to count cells based on specified ranges and criteria
- b You use COUNTIFs to count the number of cells specified by a given set of conditions or criteria**
- c You have to first use an IF statement in a worksheet before you can use SUMIFs or COUNTIFs
- d All the above

Q34 What is wrong in the formula =SUMIFS(D2:D9,B2:B9,"= Delhi" C2:C9,"=North"

- a double quotes are not required
- b No bracket close
- c No bracket close and comma missing after "=Delhi"**
- d None of these

Q35 Which of the following statements are TRUE?

- a You use COUNTIF to count cells based on specified ranges and criteria.
- b You use COUNTIFs to count the number of cells specified by a given set of conditions or criteria.
- c You donot have to first use an IF statement in a worksheet before you can use SUMIFs or COUNTIFs.
- d All the above**

Q36 What do you think we are getting a negative value in highlighted cell in the given figure?

| | |
|--------------------------------|---------------------|
| Monthly Payment (PMT): | \$800.00 |
| Monthly Interest Rate (RATE): | 2.20% |
| Months to Pay Off Loan (NPER): | 24 |
| Amount to Loan from Bank (PV): | -\$14,793.85 |

- a The PV formula entered in the formula bar does not reference the correct cells
- b The PMT value has not been entered as a negative amount. It should be -\$800**
- c This amount of load cannot be borrowed
- d None of the above

Q37 "A" has invested the US \$100 in 2019. The payment has been made yearly. The interest rate is 10% p.a. What would be the FV in 2022?

- a 110
- b 121
- c 133.1**
- d 33.1

Q38 A person has invested the US \$300 at the end of 2018. It is expected that the interest rate will change every year. In 2019, 2020 & 2021, the interest rates would be 5%, 6% & 7% respectively. Which financial function would be used to calculate future value?

- a FV()
- b PV()
- c FVschedule()**
- d None of the above

Q39 The future value of an investment in the 100 in 2019. The payment has been made yearly. The interest rate is 10% p.a. What would be the PV as of now?

- a ~72**
- b 79
- c ~82
- d 88

Q40 a loan of 10000 needs to be paid in full in 3 years. The interest rate is 9.5 % p.a. and the payment needs to be done yearly. If periodic payment is to be calculated in the first year and second year, which excel function is used?

- a PMT()
- b PPMT()**
- c IPMT()
- d NPV()