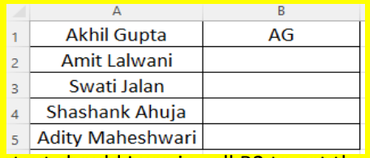
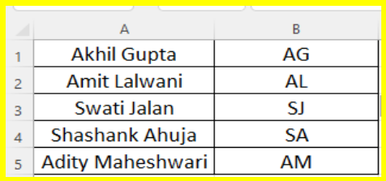
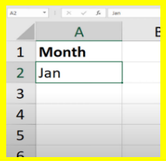
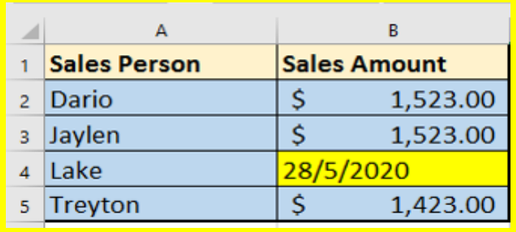
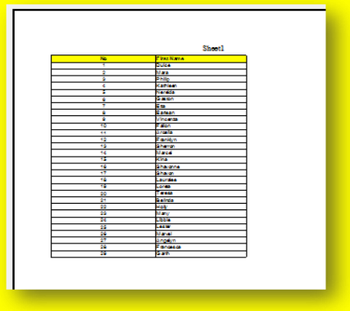
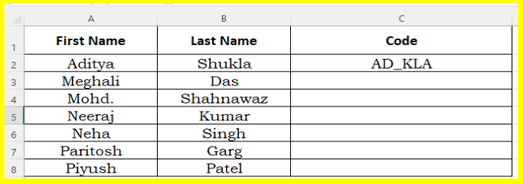
| Part | sub/obj | Marks | Question | Answer Option 1 | Answer Option 2 | Answer Option 3 | Answer Option 4 | Correct Answer(A/B/C/D) | CO | Bloom's Taxonomy Level |
|---|---|---|---|---|---|---|---|---|---|---|
| A | obj | 1 | The following data is entered in cells A1 to A5. We want to retrieve the initials of the name as shown below.<br>  <br>What shortcut should I use in cell B2 to get the output as shown below:<br>  | Alt + E | Alt + M | CTRL + E | CTRL + M | C | CO2 | L3 |
| A | obj | 1 | If you drag the fill handle (lower-right corner) of cell A2 downward into cells A3, A4, and A5, what contents will appear in those cells?<br>  | Jan,Jan,Jan | Feb,Mar,Apr | Jan,Feb, Mar | Feb,Blank,Apr | B | CO1 | L3 |
| A | obj | 1 | I entered a date in cell B4 and I need to replace the value in that cell with 10.5 (to be used in the calculation) and have it displayed as “10.5” (without the quotes) how can I do this?<br>  | To enter a number, first I should change the formatting of the cell to Number | First I should delete the date with the delete key | I can only enter a date in cell B4, not any other type of value | I should press the space-bar before entering the value 10.5 | A | CO1 | L3 |
| A | obj | 1 | Expecting cell A1 is showing the number "14000.7489". What function ought to be utilized to round this number to the nearest integer?<br> | =ROUND(A1,0) | =MROUND(A1,100) | =MROUND(A1,10) | =ROUND(A1,1) | A | CO2 | L3 |

| Part | sub/obj | Marks | Question | Answer Option 1 | Answer Option 2 | Answer Option 3 | Answer Option 4 | Correct Answer(A/B/C/D) | CO | Bloom's Taxonomy Level |
|---|---|---|---|---|---|---|---|---|---|---|
| A | obj | 1 | If Excel data contains 30 columns and 500 rows, but when you select a print preview, you only see the first two columns and 30 rows. Why?  | Because the margins are very wide | Because you greatly increased the scale in the Adjust to; field in the page setup options. | Because you defined a print area | Because you checked the Draft quality options in the page setup options. | C | CO2 | L2 |
| A | obj | 1 | You want to create code in capital letters. The code should have first two letter of the first name followed by underscore followed by last 3 letter of the surname (As shown in cell C2 below). Which formula will is correct formula to get the code?  | =UPPER(CONCATENATE(RIGHT(A2,3),"_",MID(B2,3))) | =UPPER(CONCATENATE(LEFT(A2,2),"_",RIGHT(B2,3))) | =UPPER(CONCATENATE(LEFT(A2,3),"-----",RIGHT(B2,2))) | =UPPER(CONCATENATE(LEFT(A2,2),"+",RIGHT(B2,3))) | B | CO2 | L3 |

| | A | B | C |
|---|---|---|---|
| 1 | First Name | Last Name | Code |
| 2 | Aditya | Shukla | AD_KLA |
| 3 | Meghali | Das | |
| 4 | Mohd. | Shahnawaz | |
| 5 | Neeraj | Kumar | |
| 6 | Neha | Singh | |
| 7 | Paritosh | Garg | |
| 8 | Piyush | Patel | |

| Part | sub/obj | Marks | Question | Answer Option 1 | Answer Option 2 | Answer Option 3 | Answer Option 4 | Correct Answer(A/B/C/D) | CO | Bloom's Taxonomy Level |
|---|---|---|---|---|---|---|---|---|---|---|