

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

**POST GRADUATE DIPLOMA IN MANAGEMENT (2025-27)**  
**MID TERM EXAMINATION (TERM -I)**

Subject Name: **Excel for Managers**

Time: **01.00 hrs**

Sub. Code: **PG105**

Max Marks: **20**

**Note: All questions are compulsory. Read the case and answer the questions**

**Q. 1.** You have copied a range of cells and now want to paste only the values without the formatting. Which path in the Ribbon should you use to find the “Paste Special” command?

- A) Insert tab → Clipboard group
- B) Home tab → Clipboard group
- C) Data tab → Sort & Filter group
- D) Review tab → Proofing group

**Correct answer:** B) Home tab → Clipboard group

**Q. 2.** Which shortcut key combination opens the 'Paste Special' dialog box in Excel?

- A) Ctrl + Alt + V
- B) Alt + E + S
- C) Ctrl + Shift + V
- D) Both (A) and (B)

**Correct answer:** D) Both (A) and (B)

**Q. 3.** You have a table of quarterly sales in rows and want to rearrange it so quarters appear as columns. Which “Paste Special” option should you select?

- A) Rotate
- B) Switch
- C) Transpose
- D) Swap

**Correct answer:** C) Transpose

**Q. 4.** You copy a range that has some empty cells and paste it over another range using “Skip Blanks.” What will happen to the data in the destination where the copied cells are blank?

- A) It will overwrite destination cells
- B) It will be ignored
- C) It will turn into zeros
- D) It will be highlighted

**Correct answer:** B) It will be ignored

**Q. 5.** You insert a chart showing annual revenue by product. You now want to add a descriptive title such as “Annual Revenue by Product (2019–2024)” at the top of the chart. Which chart element will you edit?

- A) Axis Title
- B) Legend
- C) Data Labels
- D) Chart Title

**Correct answer:** D) Chart Title

**Q. 6.** Your chart shows three products represented by blue, red, and green bars. Which chart element tells viewers which color belongs to which product?

- A) Axis
- B) Chart Title
- C) Legend
- D) Data Table

**Correct answer: C) Legend**

**Q. 7.** Which part of the chart shows the actual graphical representation of data?

- A) Chart Area
- B) Plot Area
- C) Data Table
- D) Legend

**Correct answer: B) Plot Area**

**Q. 8.** You have a chart where “Months” appear on the vertical axis and “Sales” on the horizontal axis, but you want “Months” on the horizontal axis instead. Which tool will achieve this?

- A) Format Data Series
- B) Change Chart Type
- C) Switch Row/Column
- D) None of these

**Correct answer: C) Switch Row/Column**

**Q. 9.** You have monthly sales data for the last three years and want to visualize the overall growth pattern. Which chart type will best show the trend?

- A) Column Chart
- B) Bar Chart
- C) Pie Chart
- D) Line Chart

**Correct answer: D) Line Chart**

**Q. 10.** In a column chart, the bars look too thin and you want to make them wider. Which feature would you use to adjust their appearance?

- A) Change Chart Type
- B) Format Data Series
- C) Add Data Labels
- D) Switch Row/Column

**Correct answer: B) Format Data Series**

**Q. 11.** When using the “Move or Copy” feature in Excel, what happens if you don’t select the “Create a copy” checkbox?

- A) The worksheet is deleted
- B) The worksheet is moved, not copied
- C) Nothing happens
- D) Excel asks for confirmation

**Correct answer: B) The worksheet is moved, not copied**

**Q. 12.** What will be the result if you copy a cell containing a hyperlink to a file and paste it into another worksheet?

- A) Hyperlink is removed
- B) Only text is pasted
- C) Hyperlink remains intact and functional
- D) Link converts to plain text

**Correct answer: C) Hyperlink remains intact and functional**

**Q. 13.** Which keyboard shortcut is used to insert a hyperlink in Excel?

- A) Ctrl + H
- B) Ctrl + Shift + K
- C) Ctrl + K
- D) Alt + H + L

**Correct answer: C) Ctrl + K**

**Q. 14.** When you protect a worksheet, which of the following is not protected by default unless you specifically unlock it before applying protection?

- A) All data in the cells
- B) Formulas within the cells
- C) Objects, such as charts or images
- D) Row and column sizes

**Correct answer: D) Row and column sizes**

**Q. 15.** If you forget the password to an Excel worksheet, what can you do?

- A) Restore from backup
- B) Use Excel's built-in recovery tool
- C) Use a password recovery tool or VBA script
- D) You can't recover the sheet

**Correct answer: A) Restore from backup**

**Q. 16.** What happens when you use the "Freeze Panes" feature in Excel?

- A) The rows and columns will be permanently hidden
- B) You can scroll through the sheet, but certain rows or columns stay visible
- C) The sheet will be split into multiple sections
- D) Only the header row remains visible

**Correct answer: B) You can scroll through the sheet, but certain rows or columns stay visible**

**Q. 17.** To unfreeze panes, where do you need to go in Excel?

- A) View tab → Unfreeze Panes
- B) Home tab → Unfreeze Panes
- C) Insert tab → Unfreeze Panes
- D) Data tab → Unfreeze Panes

**Correct answer: A) View tab → Unfreeze Panes**

**Q. 18.** After freezing panes, you notice that both rows and columns remain visible while scrolling. How can you fix this?

- A) Unfreeze panes, then freeze only the columns
- B) Unfreeze panes, then freeze only the rows
- C) Freeze only the first column
- D) Select and freeze both rows and columns again

**Correct answer: B) Unfreeze panes, then freeze only the rows**

**Q. 19.** How can you open two windows of the same worksheet to compare them side by side in Excel?

- A) Use the View tab → New Window
- B) Use the Insert tab → New Window
- C) Use the Home tab → New Window
- D) Use the Data tab → New Window

**Correct answer: A) Use the View tab → New Window**

**Q. 20.** After opening a second window of the same worksheet, how do you arrange both windows side by side?

- A) Go to the View tab → Arrange All → Vertical
- B) Go to the Insert tab → Arrange All → Horizontal
- C) Go to the Data tab → Arrange All → Tile
- D) Go to the View tab → Arrange All → Tile

**Correct answer: D) Go to the View tab → Arrange All → Tile**

**Q. 21.** Which option in the Find and Replace dialog allows you to match only entire cells' contents?

- A) Match Case
- B) Match Entire Cell Contents
- C) Search by Formula
- D) Match Formatting

**Correct answer: B) Match Entire Cell Contents**

**Q. 22.** When using Find and Replace, which key combination opens the dialog box directly?

- a) Ctrl + H
- b) Ctrl + F
- c) Ctrl + Shift + H
- d) Alt + F3

**Correct answer: a) Ctrl + H**

**Q. 23.** In Excel's Find and Replace, selecting "Match case" will:

- A) Ignore case sensitivity
- B) Match text exactly as typed, including uppercase/lowercase
- C) Match only lowercase entries
- D) Match only uppercase entries

**Correct answer: B) Match text exactly as typed, including uppercase/lowercase**

**Q. 24.** Which tab in Excel's Options dialog allows you to customize the ribbon and create a new tab?

- a) General
- b) Advanced
- c) Customize Ribbon
- d) Add-ins

**Correct answer: c) Customize Ribbon**

**Q. 25.** When editing a comment, pressing Enter will:

- a) Insert a new line in the same comment
- b) Post the comment
- c) Delete the comment
- d) Move to the next cell

**Correct answer: B) Post the comment**

**Q. 26.** Which keyboard shortcut is used for AutoSum?

- a) Alt + =
- b) Ctrl + =
- c) Shift + Alt + S
- d) Ctrl + Shift + =

**Correct answer: a) Alt + =**

**Q. 27.** AutoFill can automatically fill cells with:

- a) Series of numbers
- b) Dates
- c) Custom lists
- d) All of the above

**Correct answer:** d) All of the above

**Q. 28.** Flash Fill works best when:

- a) The pattern is consistent and detectable by Excel
- b) The cells are in different worksheets
- c) There is no pattern in the data
- d) Data is formatted as a table

**Correct answer:** a) The pattern is consistent and detectable by Excel

**Q. 29.** To create a Custom List for AutoFill, you go to:

- a) File > Info > Lists
- b) File > Options > Advanced > Edit Custom Lists
- c) Data > Custom Lists
- d) Home > Fill > Custom List

**Correct answer:** b) File > Options > Advanced > Edit Custom Lists

**Q. 30.** Which feature would best automate filling “Q1, Q2, Q3, Q4” repeatedly?

- a) AutoSum
- b) AutoFill with a custom list
- c) Flash Fill
- d) Go-To Special

**Correct answer:** b) AutoFill with a custom list

**Q. 31.** Where can you find the ‘Font’ options in Excel?

- A) Home tab
- B) Insert tab
- C) Page Layout tab
- D) Data tab

**Correct answer:** A) Home tab

**Q. 32.** Which number format in Excel directly adds a currency symbol to numbers?

- A) Percentage
- B) Accounting number
- C) Text
- D) General

**Correct answer:** B) Accounting number

**Q. 33.** What is the main purpose of the Quick Access Toolbar?

- A) To display the current cell address
- B) To show a list of recently opened files
- C) To provide one-click access to frequently used commands
- D) To search for specific functions

**Correct answer:** C) To provide one-click access to frequently used commands

**Q. 34.** Which tab on the Ribbon from the following would you use to add a chart or a picture?

- A) Home
- B) Insert
- C) Page Layout
- D) Data

**Correct answer:** B) Insert

**Q. 35.** What is the purpose of the ‘Merge & Center’ button in the Alignment group?

- A) To split a merged cell
- B) To merge multiple cells and center the content
- C) To align text to the right
- D) To change the font size

**Correct answer:** B) To merge multiple cells and center the content

**Q. 36.** How do you select an entire column in Excel?

- A) Click on any cell in the column
- B) Press Ctrl + Spacebar
- C) Press Ctrl + C
- D) Press Shift + Spacebar

**Correct answer:** B) Press Ctrl + Spacebar

**Q. 37.** What is the standard file extension for an Excel workbook?

- A) .doc
- B) .pdf
- C) .xlsx
- D) .txt

**Correct answer:** C) .xlsx

**Q. 38.** Which operator is used for multiplication in an Excel formula?

- A) +
- B) -
- C) \*
- D) ^

**Correct answer:** C) \*

**Q. 39.** What is the default horizontal alignment for text in an Excel cell?

- A) Left-aligned
- B) Right-aligned
- C) Centered
- D) Justified

**Correct answer:** A) Left-aligned

**Q. 40.** What is a cell reference?

- A) A type of formula
- B) The name of a worksheet
- C) The unique address of a cell, such as A1 or B2
- D) The data inside a cell

Correct answer: C) The unique address of a cell, such as A1 or B2