

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