

| Multiple Choice Questions  | Answer | Remarks |
|--|--------|---------|
| <b>Q1. What is the shortcut key to insert a new worksheet in Excel?</b><br>(a) Ctrl+F11<br>(b) Alt+F11<br>(c) Shift+F11<br>(d) Shift+Alt+F11                                     | c      | ✓       |
| <b>Q2. What is the function to sum a range of cells in Excel?</b><br>(a) ADD<br>(b) SUM<br>(c) SUMA<br>(d) SUMS  | d      | ✗       |
| <b>Q3. Which of the following is NOT a type of pivot table?</b><br>(a) Standard pivot table<br>(b) Pivot chart<br>(c) Timeline pivot table<br>(d) Slicer pivot table             | b      | ✓       |
| <b>Q4. Which of the following is NOT a way to filter data in Excel?</b><br>(a) AutoFilter<br>(b) Advanced Filter<br>(c) Slicer<br>(d) Data validation                            | d      | ✓       |
| <b>Q5. Which of the following is NOT a type of data connection in Excel?</b><br>(a) OLE DB connection<br>(b) ODBC connection<br>(c) HTTPS connection<br>(d) Text file connection | b      | ✗       |

# Ms Word Excel Questions And Answers

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Appleton, Charles Edward Doble, James  
Sutherland Cotton, Charles Lewis  
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Bruce Douglas, Ellis Ashmead-  
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