

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

Basic Excel Questions And Answers

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