Microsoft Excel is a powerful------Spreadsheet package

An Excel Workbook is a collection of---------Worksheets and Charts

Excel files have a default extension of-----Xls

Maximum rows in worksheet----- 1,048,576 rows

Maximum columns in worksheet------- 16,384 columns

Maximum column width---- --- 255 characters

Row height-----609 points

Maximum page breaks-------- 1,026 horizontal and vertical

Total number of characters that a cell can contain-------- 32,767 characters

Maximum Characters in a header or footer------ 255

Default sheets in workbook-----3

Maximum Unique cell formats/cell styles------- 64,000

Maximum Unique font types-------- 1,024 global fonts available for use; 512 per workbook

Maximum Hyperlinks in a worksheet------- 66,530 hyperlinks

Zoom range------- 10 percent to 400 percent

Maximum Fields in a data form---------32

Maximum Items displayed in filter drop-down lists------10000

Maximum Length of formula contents------ 8,192 characters

Maximum Users who can open and share a shared workbook at the same time---- 256

What do you mean by a Workspace------Group of Workbooks

The first cell in EXCEL worksheet is labeled as----A1

What happens when dollar signs ($) are entered in a cell address----- An absolute cell address is created

What are the tabs that appear at the bottom of each workbook called------- Sheet tabs

What is represented by the small, black square in the lower-right corner of an active cell or range---- Fill handle

In Excel, a Data Series is defined as what---- A division of results

The Cancel and Enter buttons appear in the---- Formula bar

The box on the chart that contains the name of each individual record is called the---- legend

Where a row and a column meet, what do you call that--------- A cell

A function inside another function is called----- Nested function

Formulas in Excel start with----- =

What is the keyboard shortcut for creating a chart from the selected cell range---- F11

Which of the following shortcuts can be used to insert a new line in the same cell---- Alt + Enter

If particular workbook have to open each time Excel started, where that workbook should be
placed--- XLSTART Folder

Worksheet can be renamed by--- Double Click on the Worksheet tab and type new name

What is the shortcut key to hide entire row---- CTRL + 9

What is the shortcut key to insert a new comment in a cell---- Shift + F2

What is the shortcut key to insert new sheet in current workbook--- Shift + F11

Which one is the last column header in Excel 2007---- XFD

In maximum, how many sheets can be set as default while creating new workbook----255

In Excel, by default Numeric Values appears in----- Right aligned

In EXCEL, you can sum a large range of data by simply selecting a tool button called-------Auto sum

To select an entire column in MS-EXCEL, press--- CTRL+SPACEBAR

To select the entire row------SHIFT+SPACEBAR

To select the entire worksheet-------CTRL+A

To select only the active cell (with multiple cells selected)----- SHIFT+BACKSPACE

To return the remainder after a number is divided by a divisor in EXCEL we use the function---MOD ( )

How do you rearrange the data in ascending or descending order-------Data, Sort

Which Chart can be created in Excel-------Area,Line,pie

How do you display current date and time in MS Excel----now ()

How do you display current date only in MS Excel----Today ()

What does COUNTA () function do--------counts non-empty cells

In the formula, which symbol specifies the fixed columns or rows----$

Excel displays the current cell address in the----Name Box

Comments put in cells are called------Cell Tip

Comments can be added to cells using .....Insert -> Comment

Which menu option can be used to split windows into two--------Window -> Split

Getting data from a cell located in a different sheet is called....Referencing

Which of the following is not a valid data type in Excel--------Character

Which elements of a worksheet can be protected from accidental modification-------Contents, Objects, Scenarios

A numeric value can be treated as label value if ...... precedes it------Apostrophe (')

Concatenation of text can be done using-------Ampersand (&)

Which area in an Excel window allows entering values and formulas--------Formula Bar

Multiple calculations can be made in a single formula using--------Array Formula

How do you delete a column-------- Right click the column heading you want to delete and select delete from the shortcut menu

You can use the horizontal and vertical scroll bars to-------View different rows and columns edit the contents of a cell

To Which button do you click to add up a series of numbers-------The autosum button

Which area in an excel window allows entering values and formulas----Formula bar

Status indicators are located on the-------Formula bar

When you insert an excel file into a word document. The data are----Linked

Which language is used to create macros in Excel--------- Visual Basic

Which would you choose to create a bar diagram----------- Insert, Chart

. What do you call the chart that shows the proportions of how one or more data elements
relate to another data element---- Pie Chart

Which key do you press to check spelling---- F7

To record a sequence of keystrokes and mouse actions to play back later we use----- Macro Recorder