

Microsoft Excel Quiz

Sr	Questions	Answers Choice
1	The shortcut key to select the entire column is -----?	A. Shift + Spacebar B. Ctrl + Spacebar C. Alt + Spacebar D. Alt + Ctrl+ Spacebar
2	The shortcut key to delete the selected cells is _____?	A. Ctrl + Shift + _ B. Ctrl + _ C. Shift + _ D. Alt + Ctrl + -
3	In MS Excel, the shortcut key "Ctrl + ;" is used to _____?	A. Copy the value form the cell above B. Insert the current date C. Insert the current time D. Define a range name
4	In MS Excel, the shortcut key Alt + 0165 is used to _____?	A. Enter the cent character B. Enter the euro symbol C. Enter the yen symbol D. Enter the pound sterling character
5	The shortcut key to Edit cells is _____?	A. Ctrl + E B. F5 C. Ctrl + Shift + E D. F2
6	In MS Excel, the shortcut key "Ctrl + Shift + _" is used to -----?	A. Delete the selected cells B. Remove the outline border C. Enter a link break within a cell D. Delete the selected cells
7	The shortcut key to select the entire row is -----?	A. Ctrl + Spacebar B. Alt+ Spacebar C. Shift + Spacebar D. Alt + Shift + Spacebar
8	In MS Excel, the shortcut key Ctrl + F2 is used to _____?	A. Display the style dialog box B. Create a new, blank workbook C. Display the insert function dialog box D. Open print preview
9	In MS Excel, the shortcut key "Ctrl + Shift" is used to -----?	A. Define a range name B. Insert the current time C. Open the Visual Basic editor D. Format Cells dialog
10	The shortcut key to move to next sheet is _____?	A. Alt + PgDn B. PgDn C. Ctrl + Shift + N D. Ctrl +PgDn
11	In MS Excel, the shortcut key F4 is used to -----?	A. Create a Chart B. Paste Named range in formula C. Repeat the last action D. Help
12	The Shortcut key to Insert blank cells is _____?	A. Ctrl + + B. Ctrl + Shift + C C. Shift + + D. Ctrl + Shift + +
13	The shortcut key to insert a new worksheet is -----?	A. Ctrl + Shift + F11 B. Ctrl + W C. Ctrl + F5 D. Ctrl + F11
14	In MS Excel, the shortcut key F11 is used to -----?	A. Create a chart B. Open the Visual Basic editor C. Define a range name D. Create a nae, blank workbook
15	In the MS Excel, the shortcut key Ctrl + 9 is used to _____?	A. Display the format cells dialog box B. Hide the selected rows C. Remove the outline border

