

Microsoft Excel Quiz

Sr	Questions	Answers Choice
1	In MS Excel, the shortcut key F11 is used to?	<p>A. Create a chart</p> <p>B. Open the Visual Basic editor</p> <p>C. Define a range name</p> <p>D. Create a new, blank workbook</p>
2	In MS Excel, the shortcut key "Ctrl + Shift" is used to?	<p>A. Define a range name</p> <p>B. Insert the current time</p> <p>C. Open the Visual Basic editor</p> <p>D. Format Cells dialog</p>
3	The shortcut key to select the entire column is?	<p>A. Shift + Spacebar</p> <p>B. Ctrl + Spacebar</p> <p>C. Alt + Spacebar</p> <p>D. Alt + Ctrl+ Spacebar</p>
4	In MS Excel, the shortcut key F4 is used to?	<p>A. Create a Chart</p> <p>B. Paste Named range in formula</p> <p>C. Repeat the last action</p> <p>D. Help</p>
5	The shortcut key to insert a new worksheet is?	<p>A. Ctrl + Shift + F11</p> <p>B. Ctrl + W</p> <p>C. Ctrl + F5</p> <p>D. Ctrl + F11</p>