

Microsoft Excel Quiz

Sr	Questions	Answers Choice
1	The shortcut key to Edit cells is _____?	A. Ctrl + E B. F5 C. Ctrl + Shift + E D. F2
2	The shortcut key to select the entire column is -----?	A. Shift + Spacebar B. Ctrl + Spacebar C. Alt + Spacebar D. Alt + Ctrl+ Spacebar
3	The shortcut key to delete the selected cells is _____?	A. Ctrl + Shift + _ B. Ctrl + _ C. Shift + _ D. Alt + Ctrl + -
4	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
5	The Shortcut key to Insert blank cells is _____?	A. Ctrl + + B. Ctrl + Shift + C C. Shift + + D. Ctrl + Shift + +
6	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
7	The shortcut key to insert a new worksheet is -----?	A. Ctrl + Shift + F11 B. Ctrl + W C. Ctrl + F5 D. Ctrl + F11
8	The shortcut key to move to next sheet is _____?	A. Alt + PgDn B. PgDn C. Ctrl + Shift + N D. Ctrl +PgDn
9	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
10	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
11	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 D. Hide the selected columns
12	The shortcut key to select the entire row is -----?	A. Ctrl + Spacebar B. Alt+ Spacebar C. Shift + Spacebar D. Alt + Shift + Spacebar
13	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
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 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

