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

# Ms Excel 2013 Test Questions With Answers

**Aboul Ella Hassanien, Khaled  
Shalan, Mohamed Fahmy Tolba**



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