

Multiple Choice Questions

Answer

Q1. To insert chart from a data selection, you will need to press -

- (A) F5
- (B) F7
- (C) F11
- (D) F12

C



Q2. To open the Spelling dialog box, you need to press -

- (A) F5
- (B) F7
- (C) F11
- (D) F2

B



Q3. To bring up the custom cell Formatting press -

- (A) Ctrl+1
- (B) Ctrl+2
- (C) Ctrl+3
- (D) Ctrl+4

A



Q4. To find the maximum salary, you can use -

- (A) =MAX(F5:F24)
- (B) =LARGE(F5:F24,1)
- (C) =AGGREGATE(4,0,F5:F24)
- (D) All of the above

D



Q5. You can find the mean of the salaries using -

- (A) =AGGREGATE(2,0,F5:F24)
- (B) =AVERAGE(F5:F24)
- (C) =MEAN(F5:F24)
- (D) All of the above

B



Microsoft Word And Excel Multiple Choice Questions

Sasha Hu



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