

MS Excel Quiz Questions & Answers Pdf

Question: 1

_____ appear at the bottom of the Excel window.

- (A) Title bar
- (B) Formula bar
- (C) Work sheet tabs
- (D) Name box

Ans: C

Work sheet tabs

Question: 2

What are the basic rectangular building blocks of a spreadsheet?

- (A) Cells
- (B) Zoom slider
- (C) Help button
- (D) All of these

Ans: A

Cells

Question: 3

Which of the following is not a term pertaining to spreadsheets?

- (A) Cell
- (B) Character
- (C) Browser
- (D) Formula

Ans: C

Browser

Question: 4

Another name for a pre-programmed formula in Excel is

- (A) Cell
- (B) Graph
- (C) Function
- (D) Range

Ans: C

Function

Question: 5

Excel is a program that is used to prepare a

- (A) Slide presentation
- (B) Spreadsheet

(C) Text document

(D) Database