

Course
&
Test Series

Exam Paper for MS Excel

Time: 45 Minutes

Marks : 50

Note: All questions are compulsory

Section A(5*1=5)
MCQ Questions

 CBSE

Ques 1: What does the "\$" symbol represent in a cell reference like \$A\$1?

- A) Absolute reference
- B) Relative reference
- C) Mixed reference
- D) Circular reference

 ICSE

 NTSE

Ques 2: Which feature allows you to automatically fill a series of cells based on a pattern?

- A) Flash Fill
- B) AutoFill
- C) Conditional Formatting
- D) Data Validation

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Ques 3: Which of the following is NOT a valid chart type in Excel?

- A) Column Chart
- B) Line Chart
- C) Pie Chart
- D) Venn Diagram

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 State Govt. Services

Ques 4: Which of the following functions will return the largest value in a range?

- A) MAX()
- B) MIN()
- C) LARGE()
- D) BIG()

 LAW Entrance

 MBA Entrance

Ques 5: Which of the following symbols is used for a formula in Excel?

- A) @
- B) =
- C) #
- D) \$

 Railways & Metro Services

...many more

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**Section B(5*5=25)
Descriptive Questions**

- Ques 6:** Explain the difference between relative, absolute, and mixed cell references in Excel. Provide examples.
- Ques 7:** Explain the difference between the SUM, SUMIF, and SUMIFS functions with examples.
- Ques 8:** Describe the difference between a worksheet and a workbook in Excel.
- Ques 9:** How can Excel's Goal Seek or What-If Analysis feature be used to solve problems? Provide an example.
- Ques 10:** Explain the difference between COUNT, COUNTA, COUNTIF, and COUNTIFS functions

**Section C(1*20=20)
Long Questions**

- Ques 11:** According to this dataset write the appropriate Excel formulas and function. **(20 Marks)**

	A	B	C	D	E	F	G	H	I
1	Name	Hindi	English	Math	Physics	Chemistry	Total	Average	Grade
2	Ashok	12	14	15	13	16	70	23.33333	
3	Manoj	16	18	17	15	14	80	26.66667	
4	Ramesh	10	12	11	14	13	60	20	
5	Sunita	18	16	19	17	15	?	?	
6	Priya	14	15	13	16	12	70	23.33333	
7	Suresh	11	13	12	14	15	65	21.66667	
8	Anjali	17	16	18	15	14	?	?	
9	Rohit	13	14	15	12	13	67	22.33333	
10	Kavita	15	17	16	14	15	77	25.66667	
11	Deepak	12	13	14	13	12	64	21.33333	
12	Neha	16	15	17	16	14	?	?	
13	Vikram	14	12	13	15	16	70	23.33333	

- Q1. Find the Total Number & Average of Sunita, Anjali and Neha.
- Q2. Find Grade using IF function .If Average > 15, then grade = "A", otherwise grade = "B".
- Q3. Find how many students have "A" and "B" grade.
- Q4. Count how many students are listed in the table.
- Q5. Find the highest and lowest total marks among all students.
- Q6. Find the number of students who scored below 10 in Physics.