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QUESTION: 1

Which of the following statements is TRUE about filtering in MS Excel?

- A. It is a function that returns the subtotal in a column of a list.
- B. It is an Excel function that finds a value in the leftmost column of a named range and returns the value from the specified cell with the found value.
- C. It is a feature of Excel to display the records that satisfies a certain condition.
- D. It is a feature through which data can be arranged in a sequential manner to reduce redundancy.

Answer: C

Explanation:

Filtering is a feature of Excel to display the records, which satisfies a certain condition. Filtered data displays only the subset of data that meet the criteria that a user specifies and hides data that he does not want to be displayed. Answer: D is incorrect. Sorting is a feature through which data can be arranged in a sequential manner to reduce redundancy. Answer: B is incorrect. VLOOKUP (Vertical Lookup) is an Excel function that finds a value in the leftmost column of a named range and returns the value from the specified cell with the found value. Answer: A is incorrect. SUBTOTAL is a function that returns the subtotal in a column of a list.

QUESTION: 2

Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

- A. Use Banded Columns option.
- B. Use Split Cells option.
- C. Use Merge Cells option.
- D. Use Split Table option.

Answer: C

Explanation:

The Merge Cells option is used to combine the selected cells into one cell. Answer: B is incorrect. The Split Cells option is used to divide a cell into multiple rows and columns. Answer: A is incorrect. The Banded Columns option is used to display different formatting for the even columns of the table. Answer: D is incorrect. The Split Table option is used to divide a table into two tables. The selected row of the table becomes the first row of the new table.

QUESTION: 3

Which of the following tabs will you click on the Word 2007 Ribbon to insert Table of Contents in a document?

- A. Insert
- B. Home
- C. Review
- D. References

Answer: D

Explanation:

The References tab handles Table of Contents, footnotes, bibliographies, indexes and similar material. It also helps to insert a "Table of Authorities", which is a list of references in a legal document. Answer: B is incorrect. The Home tab contains the most frequently used Word features, such as changing fonts and font attributes, customizing paragraphs, using styles, and finding and replacing the text. Answer: A is incorrect. The Insert tab handles anything that a user wants to insert into a document, such as tables, pictures, charts, hyperlinks, bookmarks, headers and footers, etc. Answer: C is incorrect. The Review tab is used to check spelling and grammar, look up a word in a thesaurus, work in markup mode, review other people's markups or compare documents.

QUESTION: 4

Which of the following is an Excel function that finds a value in the leftmost column of a named range and returns the value from the specified cell with the found value?

- A. SUBTOTAL
- B. PMT()
- C. NOW()
- D. VLOOKUP

Answer: D

Explanation:

VLOOKUP (Vertical Lookup) is an Excel function that finds a value in the leftmost column of a named range and returns the value from the specified cell with the found value. Syntax:

VLOOKUP(lookup_value, table_array, col_number, range_lookup)

In the given syntax, lookup_value is the value to be found in the leftmost column of the range. table_array is the range or data table to be searched. col_number is the number of the column in the range from which the value is to be returned. range_lookup is a logical argument to find an approximate match in case the specified value is TRUE or an exact match in case the specified value is FALSE. Answer: A is incorrect. SUBTOTAL is a function of Excel 2007 to return the subtotal in a column of a list.

Syntax:

SUBTOTAL(function_num, ref1, ref2, ref3)

In the syntax, function_num is the number 1 to 11 (includes hidden values) or 101 to 111 (ignores hidden values) that specifies which function to use in calculating subtotals within a list. The number for each function is given in the table below:

Function	Number	Number
AVERAGE	1	101
COUNT	2	102
COUNTA	3	103
MAX	4	104
MIN	5	105
PRODUCT	6	106
STDEV	7	107
STDEVP	8	108
SUM	9	109
VAR	10	110
VARP	11	111

ref1, ref2, ref3... are the ranges or references to be included for calculating the subtotal. There can be a maximum of 254 ranges or references that can be used with the function. Example. To get the subtotal of a sum of values in the range A2:A9, the following function will be written: To include values in hidden rows - SUBTOTAL(9, A2:A9) To ignore values in hidden rows - SUBTOTAL(109, A2:A9) If the range contains any subtotal, the function ignores it to avoid recounting. The SUBTOTAL function works with columns or vertical ranges only. It does not work with rows or horizontal ranges. Answer: B is incorrect. A PMT() function is used in Excel to calculate payments due on a loan, assuming a constant interest rate and constant payments.

Syntax:

PMT (Rate, NoOfPayments, PV, FV, Type) Here,

Rate is the rate of interest to be divided by 12 for monthly payments. NoOfPayments is the total number of payment for the loan. PV is the principal value. FV is the forward value. It is the left over at the end of the payment cycle, usually left blank. Type is either 0 or 1 indicating whether payments are made at the beginning or at the end of the month. Usually left blank which indicates 0 (end of month). Answer: C is incorrect. The NOW() function, in Excel, returns the time when the workbook was last opened. It means, if this function is used in a workbook, its value will change every time the workbook is opened. The NOW() function is not updated continuously. The value changes only when the worksheet is calculated or when a macro that contains the function is run.

QUESTION: 5

You work as an Office Assistant for BlueSoft Inc. You are in the process of creating reports in Excel 2007. You need to insert a new worksheet before the active worksheet. Which of the following shortcut keys will you use to accomplish the task?

- A. Ctrl+P
- B. Ctrl+N
- C. Ctrl+Shift+P
- D. Shift+F11

Answer: D

Explanation:

You will press Shift+F11 to insert a new worksheet before the active worksheet. Answer: B is incorrect. Pressing Ctrl+N will create a new workbook. Answer: A is incorrect. Pressing Ctrl+P will open the Print dialog box. Answer: C is incorrect. Pressing Ctrl+Shift+P will open the "Format Cells" dialog box.

QUESTION: 6

State whether the following statement is true or false. "The AND() function in Excel evaluates logical values and returns the value "True" if all arguments are true."

- A. False
- B. True

Answer: B

Explanation:

The AND() function in Excel evaluates logical values and returns the value "True" if all arguments are true. The function returns "False" if one or all arguments are false. Syntax AND(LogicalCondition1,LogicalCondition2,..)

Here, LogicalCondition1, LogicalCondition2 are test conditions that can be either TRUE or FALSE. There can be 1 to 255 logical conditions that can be provided as arguments with the AND() function. Example The AND() function can also be used to evaluate values in arrays.

QUESTION: 7

You work in an office and you are assigned with the task of preparing a document. You insert a table in the document. You want to divide the table into two tables. What will you do to accomplish the task?

- A. Use Split Cells option.
- B. Erase a column.
- C. Erase a row.
- D. Use Split Table option.

Answer: D

Explanation:

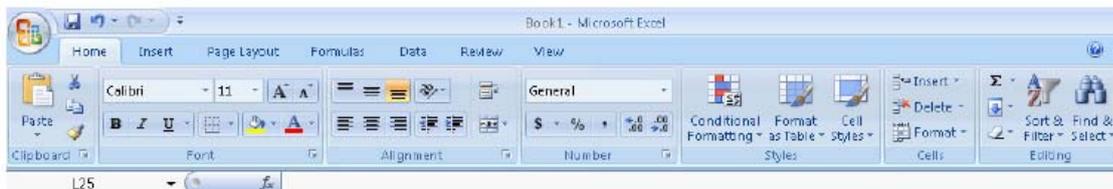
Split Table option is used to divide a table into two tables. The selected row of the table becomes the first row of the new table. Answer: A is incorrect. Split Cells option is used to divide a cell into multiple rows and columns. This option is available in the Layout tab that appears when the cell, which is to be split, is selected. Answer: C is incorrect. Erasing a row will not divide a table into two tables. It will only remove the row. Answer: B is incorrect. Erasing a column will not divide a table into two tables. It will only remove the column.

QUESTION: 8

You have created the following report in Excel 2007:

	A	B
1	Month	Sales
2	January	\$1,200.00
3	February	\$1,400.00
4	March	\$1,600.00
5	April	\$2,000.00
6	May	\$2,100.00
7	June	\$1,900.00
8	July	\$3,000.00
9	August	\$4,000.00
10	September	\$3,300.00
11	October	\$4,500.00
12	November	\$4,000.00
13	December	\$4,500.00
14	Total	

You need to display the Insert Function dialog box to select the SUM function from it to calculate total in cell B14. Mark the icon in the image given below on which you will click to accomplish the task.

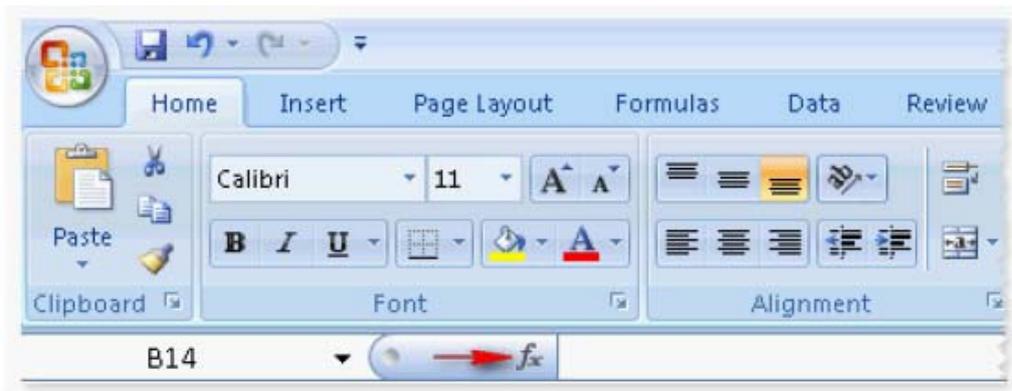


Answer:



Explanation:

You will click the "fx" symbol at the left end of the formula bar to display the Insert Function dialog box.



QUESTION: 9

John works in an office and he is assigned with the task of preparing a document. He inserts a picture in the document. He wants to apply reflection to the picture, as shown in the figure. Which of the following will he choose to accomplish the task?



- A. The Picture Effects
- B. The Change Picture
- C. The Picture Shape
- D. The Reset Picture

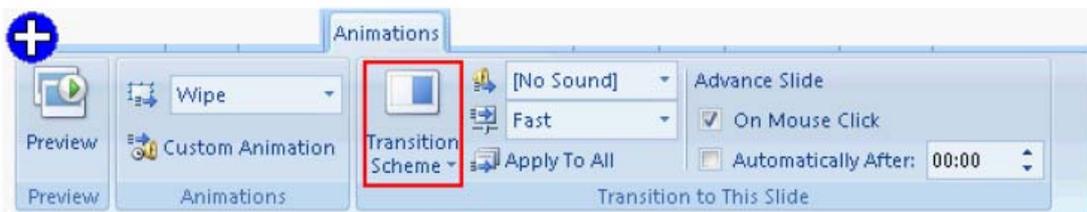
Answer: A

Explanation:

The Picture Effects option is used to apply a visual effect to the picture, such as shadow, glow, reflection, etc. Answer: C is incorrect. The Picture Shape option is used to change the shape of the picture, preserving all the formatting. Answer: D is incorrect. The Reset Picture option is used to discard all the formatting changes made to the picture. Answer: B is incorrect. The Change Picture option is used to change the picture to a different picture, preserving the formatting and size of the current picture.

QUESTION: 10

You work as an Office Assistant for CreativeWorld Inc. You are creating a presentation through PowerPoint 2007. You have applied the Newsflash effect on a slide of your presentation. Now you want to remove the effect from the slide. For this, you have to select the slide and click on the Animations tab. Choose the correct option that you will click to remove the effect.

**Answer:****Explanation:**

Newsflash is a slide transition effect for a slide. In order to remove the slide transition, you have to click on the Transition Scheme button and select No Transition to remove all the transition effects from a slide as shown in the following image:



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and many others.. See complete list [Here](#)

