

# SMART INSTITUTE OF PROFESSIONAL TRAINING

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<b>COURSE NAME:</b>	CERTIFICATE IN ADVANCE EXCEL		
<b>COURSE CODE:</b>	JYCSM-82	<b>TEST TYPE:</b>	THEORY
<b>FULL MARKS:</b>	50 (25 X 2)	<b>TIME:</b>	1 HOUR

- 1. Which function is used to calculate the standard deviation of a sample in Excel?**
  - a) `=AVERAGE()`
  - b) `=STDEV.S()`**
  - c) `=STDEV.P()`
  - d) `=VAR.S()`
- 2. What does the formula `=MATCH("Apples", A1:A10, 0)` return?**
  - a) The value "Apples"
  - b) The row number of the first match of "Apples"**
  - c) The column number of the first match of "Apples"
  - d) The cell reference of the first match of "Apples"
- 3. Which of the following functions can be used to join text from multiple cells into one cell?**
  - a) `=TEXTJOIN()`
  - b) `=JOIN()`
  - c) `=CONCAT()`
  - d) `=CONCATENATE()`
- 4. In Excel, what does the `#DIV/0!` error mean?**
  - a) Cell contains invalid data
  - b) Division by zero**
  - c) Invalid reference
  - d) Data type mismatch
- 5. Which function will return the k-th percentile of a dataset?**
  - a) `=PERCENTILE()`
  - b) `=PERCENTRANK()`

- c) `=PERCENTILE.INC()`
- d) `=PERCENTILE.EXC()`

6. What does the Excel function `=INDEX(A1:C10, 3, 2)` do?

- a) Returns the value in row 2, column 3 of the range A1:C10
- b) Returns the value in row 3, column 2 of the range A1:C10**
- c) Returns the range from A3 to B10
- d) Returns the entire range A1:C10

7. Which Excel feature allows you to automatically apply formatting to cells that meet certain criteria?

- a) Data Validation
- b) Conditional Formatting**
- c) Cell Styles
- d) Format Painter

8. What is the primary use of the `=VLOOKUP()` function?

- a) To search for a value horizontally
- b) To search for a value vertically**
- c) To return the address of a cell
- d) To perform complex mathematical calculations

9. How do you create a drop-down list in a cell in Excel?

- a) Using Conditional Formatting
- b) Using Data Validation**
- c) Using Form Controls
- d) Using Macros

10. Which function is used to calculate the internal rate of return for a series of cash flows in Excel?

- a) `=IRR()`**
- b) `=NPV()`
- c) `=XNPV()`
- d) `=XIRR()`

11. In Excel, what is the purpose of the `=IFERROR()` function?

- a) To find and correct errors in formulas
- b) To return a custom result when an error is detected**

- c) To check for logical errors
- d) To perform statistical analysis

**12. Which function would you use to find the largest number in a range of values?**

- a) `=LARGE()`
- b) `=MAX()`**
- c) `=BIG()`
- d) `=RANK()`

**13. What does the Excel function `=TRANSPOSE(A1:B2)` do?**

- a) Transposes the values in the range A1:B2**
- b) Converts text to columns
- c) Changes the format of a range
- d) Rotates the values in the range A1:B2

**14. What is the function of the `$` symbol in Excel formulas?**

- a) To make a reference absolute**
- b) To indicate a currency value
- c) To start a formula
- d) To create a named range

**15. Which function in Excel returns the number of workdays between two dates?**

- a) `=WORKDAY()`
- b) `=NETWORKDAYS()`**
- c) `=DAYS()`
- d) `=WEEKNUM()`

**16. Which of the following Excel functions can be used to extract the year from a date?**

- a) `=YEAR()`**
- b) `=MONTH()`
- c) `=DAY()`
- d) `=HOUR()`

**17. What does the Excel function `=PMT(rate, nper, pv)` calculate?**

- a) Principal amount
- b) Monthly payment for a loan**
- c) Total interest paid
- d) Annual income

- 18. Which Excel function will return the position of the first occurrence of a specified value within a text string?**
- a) `=SEARCH()`
  - b) `=FIND()`**
  - c) `=MATCH()`
  - d) `=LOOKUP()`
- 19. In Excel, what does the `#NAME?` error indicate?**
- a) A division by zero
  - b) An unrecognized text in a formula**
  - c) An invalid reference
  - d) A circular reference
- 20. Which function in Excel would you use to calculate the average of a set of values?**
- a) `=SUM()`
  - b) `=MEDIAN()`
  - c) `=AVERAGE()`**
  - d) `=MODE()`
- 21. What does the `=SUMIF(range, criteria, [sum_range])` function do?**
- a) Sums all values in a range
  - b) Sums values that meet a specified condition**
  - c) Sums values between two specified dates
  - d) Sums the values in the first column
- 22. Which of the following Excel functions can be used to calculate the cumulative interest paid on a loan?**
- a) `=CUMIPMT()`**
  - b) `=IPMT()`
  - c) `=PMT()`
  - d) `=PPMT()`
- 23. What is the purpose of the `=SUBTOTAL()` function in Excel?**
- a) To sum a range of data with conditions
  - b) To provide summary statistics such as sum, average, count, etc.**
  - c) To subtract values from a range
  - d) To calculate subtotals in a PivotTable

**24. Which function can you use to find the smallest value in a range that meets a specified condition?**

- a) `=MINIFS()`
- b) `=MIN()`
- c) `=SMALL()`
- d) `=IF()`

**25. What does the Excel function `=TEXT(A1, "yyyy-mm-dd")` do?**

- a) **Converts the date in A1 to the format yyyy-mm-dd**
- b) Converts text to date format
- c) Extracts the year from the date in A1
- d) Converts the date in A1 to a number

**26. Which function can you use to determine if a cell is empty in Excel?**

- a) `=IF()`
- b) **`=ISBLANK()`**
- c) `=ISNUMBER()`
- d) `=ISEMPTY()`

**27. What is the primary use of the `=HLOOKUP()` function?**

- a) To search for a value vertically
- b) **To search for a value horizontally**
- c) To perform horizontal calculations
- d) To convert text to horizontal format

**28. Which of the following Excel functions can return the total number of characters in a text string?**

- a) **`=LEN()`**
- b) `=LEFT()`
- c) `=RIGHT()`
- d) `=TEXT()`

**29. In Excel, what does the `=AND()` function do?**

- a) **Checks if all arguments are TRUE**
- b) Checks if any argument is TRUE
- c) Checks if arguments are equal
- d) Combines text strings

- 30. What does the `=CHOOSE(index\_num, value1, value2, ...)` function do?**
- a) **Selects a value from a list based on an index number**
  - b) Chooses a value randomly
  - c) Chooses a value based on a condition
  - d) Selects the highest value from a list
- 31. Which function in Excel is used to find the most frequently occurring number in a range?**
- a) `=AVERAGE()`
  - b) `=MEDIAN()`
  - c) **`=MODE.SNGL()`**
  - d) `=MODE.MULT()`
- 32. Which function would you use to return the current date and time in Excel?**
- a) `=DATE()`
  - b) **`=NOW()`**
  - c) `=TODAY()`
  - d) `=TIME()`
- 33. What does the `=INDIRECT(ref\_text)` function do?**
- a) **Returns the value of a cell specified by a text string**
  - b) Returns a reference to a range of cells
  - c) Converts text to a reference
  - d) Indirectly references a named range
- 34. Which of the following Excel functions will return the largest value from a set of values?**
- a) **`=MAX()`**
  - b) `=LARGE()`
  - c) `=BIG()`
  - d) `=GREATEST()`
- 35. In Excel, what does the `=OFFSET(reference, rows, cols)` function do?**
- a) Offsets the current cell by a specified number of rows and columns
  - b) **Returns a reference to a range that is a specified number of rows and columns from a cell or range of cells**
  - c) Moves a cell reference by a specified number of rows and columns
  - d) Calculates the difference between two cell references

**36. Which function can you use to combine the contents of two or more cells into a single cell in Excel?**

- a) `=JOIN()`
- b) `=TEXTJOIN()`
- c) `=MERGE()`
- d) `=CONCATENATE()`**

**37. What is the purpose of the `=SUMPRODUCT()` function in Excel?**

- a) To multiply corresponding values in arrays and return the sum of those products**
- b) To sum the products of a range of values
- c) To return the product of a range of values
- d) To sum values based on a condition

**38. Which Excel function can be used to remove leading and trailing spaces from a text string?**

- a) `=CLEAN()`
- b) `=TRIM()`**
- c) `=LEFT()`
- d) `=RIGHT()`

**39. What does the `=SUMIFS(sum\_range, criteria\_range1, criteria1, [criteria\_range2, criteria2], ...)` function do?**

- a) Sums values based on a single condition
- b) Sums values based on multiple conditions**
- c) Sums all values in a range
- d) Sums values in a range based on a specific condition

**40. Which Excel function would you use to get the weekday number of a specific date?**

- a) `=WEEKNUM()`
- b) `=WEEKDAY()`**
- c) `=DAY()`
- d) `=DATE()`

**41. In Excel, what does the `=TEXTJOIN(delimiter, ignore\_empty, text1, [text2], ...)` function do?**

- a) Joins multiple text strings into one text string with a delimiter**
- b) Joins text strings without a delimiter
- c) Joins text strings and removes empty cells

d) Joins text strings and ignores non-text cells

**42. Which function in Excel is used to return the remainder after a number is divided by a divisor?**

- a) `=MOD()`
- b) `=QUOTIENT()`
- c) `=DIVIDE()`
- d) `=REMAINDER()`

**43. What does the `=RANK.EQ(number, ref, [order])` function do?**

- a) Ranks a number within a set of numbers
- b) Ranks numbers in ascending order
- c) Ranks numbers in descending order
- d) Returns the equal rank of a number within a set of numbers

**44. Which Excel function can be used to round a number to a specified number of digits?**

- a) `=ROUNDUP()`
- b) `=ROUNDDOWN()`
- c) `=ROUND()`
- d) `=MROUND()`

**45. What is the primary use of the `=DCOUNT(database, field, criteria)` function in Excel?**

- a) To count the number of cells that contain numbers in a database
- b) To count the number of cells that contain text in a database
- c) **To count the number of records that meet specified criteria in a database**
- d) To count the number of cells that contain dates in a database

**46. Which Excel function can be used to return the serial number of the current date?**

- a) `=DATE()`
- b) `=TODAY()`
- c) `=NOW()`
- d) `=CURRENTDATE()`

**47. In Excel, what does the `=ISNUMBER(value)` function do?**

- a) Checks if a value is a number
- b) Checks if a value is text
- c) Checks if a value is a date
- d) Checks if a value is a boolean



**48. What is the purpose of the `=XLOOKUP(lookup\_value, lookup\_array, return\_array)` function in Excel?**

- a) To look up a value horizontally
- b) To look up a value vertically
- c) To look up a value in a range or array and return a corresponding value**
- d) To perform an exact match lookup

**49. Which Excel function will count the number of cells that meet a specified condition?**

- a) `=COUNT()`
- b) `=COUNTA()`
- c) `=COUNTIF()`**
- d) `=COUNTBLANK()`

**50. What does the `=PROPER(text)` function do in Excel?**

- a) Converts a text string to all uppercase letters
- b) Converts a text string to all lowercase letters
- c) Capitalizes the first letter of each word in a text string**
- d) Removes all non-printable characters from a text string