Subject	Advanced Excel		
Roll No.		Marks	60 Marks
Total No. of Questions	50	Duration	3 Hours
Total No. of printed pages	3	Date	19.04.2018

Instructions: -
1. Please attach this question paper with your answer book.
2. There are 2 Sections.
3. Tick the right answer for MCQ.

Section I

1. Shortcut key to select the first column is: -
A. Ctrl + up arrow key.
B. Ctrl + down arrow key
C. Ctrl + left arrow key
D. Ctrl + right arrow key

2. Shortcut key to select the last column is: -
A. Ctrl + up arrow key.
B. Ctrl + down arrow key
C. Ctrl + left arrow key
D. Ctrl + right arrow key

3. Shortcut key to select previous sheet: -
A. Ctrl + page up
B. Ctrl + page down
C. Ctrl + shift + page up
D. Ctrl + shift + page down

4. Shortcut key to select next sheet: -
A. Ctrl + page up
B. Ctrl + page down
C. Ctrl + shift + page up
D. Ctrl + shift + page down

5. Shortcut key to add a new sheet: -
A. Ctrl + F11
B. Shift + F11
C. Ctrl + shift + F11
D. None of the above

6. Shortcut key to edit the active cell: -
A. F1
B. F2
C. F3
D. F4

7. Spreadsheet is a collection of rows and columns.
A. True
B. False

8. In conditional formatting, we cannot give multiple conditions.
A. True
B. False

9. We cannot do custom sort.
A. True
B. False

10. Text to columns option allows you to distribute / divide the text into the different columns.
A. True
B. False

11. Pmt = payment term i.e. EMI
A. True   B. False

12. Macro automates the repetitive tasks.
A. True
B. False

13. Lookup function is used to search for a specific record.
A. True
B. False

14. It's not possible to protect the sheet.
A. True
B. False

15. It's not possible to freeze the panes.
A. True
B. False

16. Which is not an advantage of using computerized spreadsheets?
A. Flexibility of moving entries
B. Speed of calculation
C. Ability of generate tables
D. Cost of initial setup

17. To select several cells or ranges that are not touching each other, you would_____ while selecting.
A. Hold down the ctrl key
B. Hold down the shift key
C. Hold down the alt key
D. Hold down ctrl + shift key

18. The cell labeled F5 refers to
A. Row F column 5
B. Column F row 5
C. Function available in cells
D. Function key F5

19. When you are typing an equation into a cell the first thing that must be entered is
A. The first cell referenced
B. Parenthesis
C. Quotation marks
D. Equal to sign

20. Which of the following displays the contents of the active cell?
A. Active cell
B. Formula bar
C. Menu bar
D. Name box

21. What does sumif function do?

A. Adds up cell values based on a condition

B. Adds all the numbers in a range of cells

C. Returns a subtotal in a list or database

D. All of above

22. Delete Sheet option will delete the sheet permanently.

A. True

B. False

23. Rows are horizontal and columns are vertical.

a.   True

    b.   False

24. Intersection of rows & columns is called "cell".

a.   True

b.   False

25. Shortcut key to go to the first row is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

26. Shortcut key to go to the last row is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

27. Shortcut key to select the first row is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

28. Shortcut key to select the last row is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

29. Shortcut key to go to the first column is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

30. Shortcut key to go to the last column is: -

A. Ctrl + up arrow key.

B. Ctrl + down arrow key

C. Ctrl + left arrow key

D. Ctrl + right arrow key

**Answer any 15 questions in a separate answer book. (2 Marks each).**

1. What is goal seek?
2. Explain custom sort with example.
3. When to use hlookup & vlookup function?
4. What is freeze panes in MS Excel?
5. How MS Excel can be useful in data analysis?
6. How can you resize the column?
7. Explain pivot table & chart and its uses.
8. If you want to print the column headings on every page. How you will do that?
9. What's the difference between filter and advanced filter?
10. How data validation is helpful?
11. Using **HLookup** formula, find out the tax rate,
    whose income = 65000/-
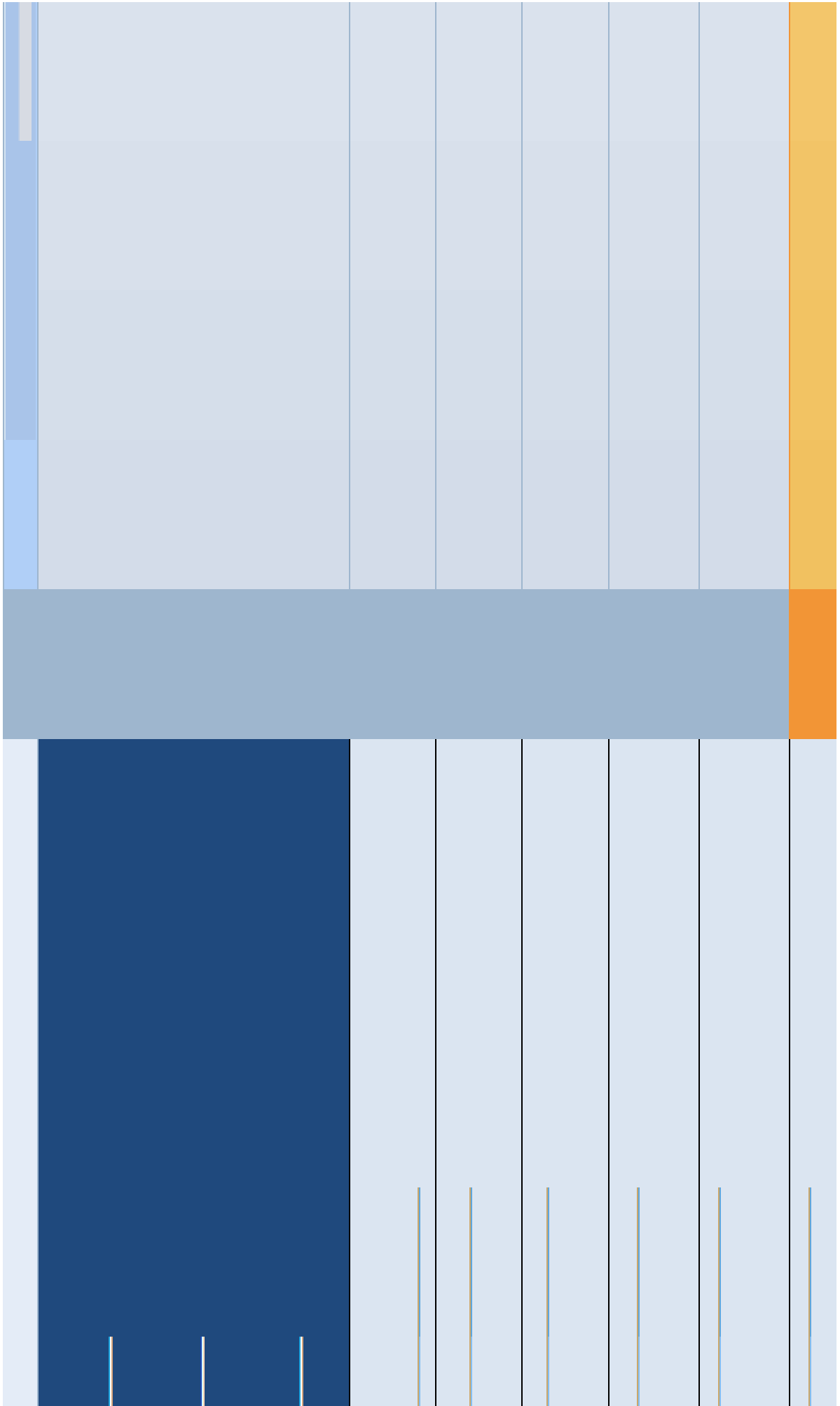
12. Based on the below data, write the formula to find out **PMT**.
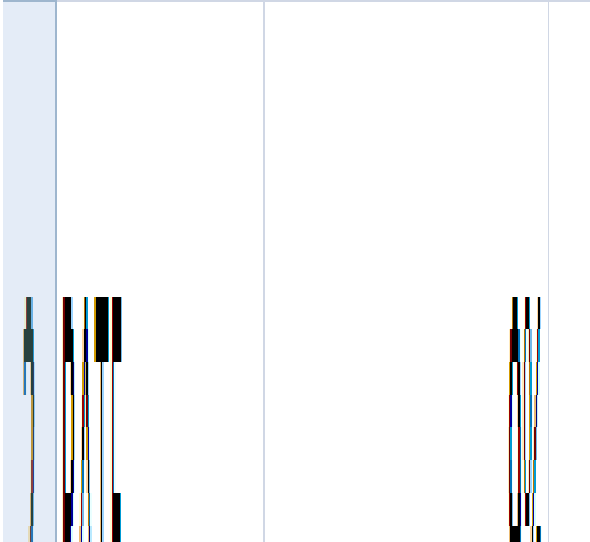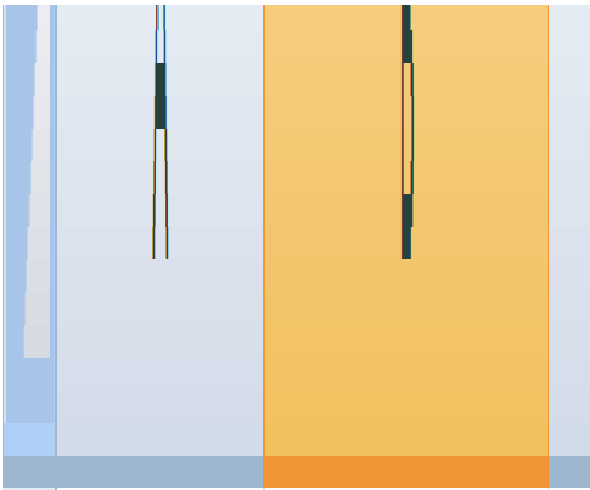
13. Based on the following data, answer the following: -

	Data	Mor
1	**Data**	**Mor**
2	apples	JAN
3	oranges	FEB
4	peaches	JAN
5	apples	FEB
6	peaches	FEB
7	apple	JAN
8	mangoes	JAN
9	apples	JAN

Count the blanks

14. Count of apples & peaches

15. Count fruit names ending with "es"
16. Sum of only apples
17. Average of only apples
18. In January, how many total apples?
19. In January, how many average apples?

20. Assuming **passing is 40 in every subject**, write the formula to find out whether the student is passed or failed from the following data: -

thi	Hin
49	
81	
50	