Subject	Advanced Excel		
Roll No.		Marks	60 Marks
Total No. of Questions	7	Duration	3 Hours
Total No. of printed pages	3	Date	07.04.2018

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

PART I

1. **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

2. **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

3. **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

4. **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

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

6. **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

7. **To move to the previous worksheet, press**
A. Alt + pgup
B. Ctrl + pgup
C. Ctrl + pgdn
D. Shift + tab

8. **Rows are horizontal and columns are vertical.**
    a. True
    b. False

9. **Intersection of rows & columns is called "cell".**
    a. True
    b. False

10. **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

11. **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

12. **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

13. **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

14. **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

15. **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

16. **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

17. **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

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

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

20. Shortcut key to add a new sheet: -
A. Ctrl + f11
B. Shift + f11
C. Ctrl + shift + f11
D. None of the above

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

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

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

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

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

26. Pmt = payment term i.e. Emi
A. True
B. False

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

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

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

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

PART II

Answer any 15 questions in a separate answer book. (2 Marks each)
1. How MS Excel can be useful in data analysis?
2. How can you resize the column?
3. Explain pivot table & chart and its uses.
4. If you want to print the column headings on every page. How you will do that?
5. What's the difference between filter and advanced filter?
6. How data validation is helpful?
7. What is goal seek?
8. Explain custom sort with example.
9. When to use hlookup & vlookup function?
10. What is freeze panes in MS Excel?
11. Assuming passing is 50 in every subject, write the formula to find out whether the student is passed or failed.

	A	B	C	D	E	F	G	H
1						Marksheet		
2	Sr. No.	NAME	Maths	Sci	Eng	Soc. Sci	Marathi	Hindi
3	1	Aditya	87	80	70	60	49	51
4	2	Bumita	90	55	87	96	81	98
5	3	Devesh	96	98	85	98	50	76
6	4	Sandeep	88	85	86	90	77	76

12. Based on the following data, answer the following: -

	A	B	C
1	Data	Month	Quantity
2	apples	JAN	32
3	oranges	FEB	54
4	peaches	JAN	75
5	apples	FEB	86
6	peaches	FEB	
7	apple	JAN	79
8	mangoes	JAN	43
9	apples	JAN	34
10	mangoes	FEB	87

1. Count the blanks
2. Count of apples & peaches
3. Count fruit names ending with "es"
4. Sum of only apples
5. Average of only apples
6. In January, how many total apples?
7. In January, how many average apples?
8. Based on the below data, write the formula to find out PMT.

	A	B	C
1	LOAN AMOUNT	150000	
2	RATE	9%	
3	PERIOD	60	Months
4			
5	PMT		

9. Using VLookup, find out the tax rate, whose income = 2,00,000/-

	A	B	C
1	Income is Greater Than or Equal To...	But Less Than or Equal To...	Tax Rate
2	$0	$2,650	15.00%
3	$2,651	$27,300	28.00%
4	$27,301	$58,500	31.00%
5	$58,501	$131,800	36.00%
6	$131,801	$284,700	39.60%
7	$284,701		45.25%