MULTIPLE CHOICE QUESTIONS

EXCEL ASSESSMENT TEST FOR EMPLOYMENT

STRATEGIES, TIPS & TOP 50 QUESTIONS WITH ANSWERS

EXCEL ASSESSMENT TEST FOR EMPLOYMENT: STRATEGIES, TIPS AND TOP 50 **MULTIPLE CHOICE** QUESTIONS WITH ANSWERS

2019 Beginners Edition

EBook By Vadim Mikhailenko

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Excel Assessment Test Overview

What is Microsoft Excel

Microsoft Excel is an electronic spreadsheet program, created by Microsoft Corporation. It enables users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and column. Microsoft Excel is also used for storing, organizing and manipulating the data. Excel also offers programming that supports VBA, and we can use external database to make dynamic reports, analysis etc. Smart use of this program saves a lot of time and helps in creating our own applications too.

What is Excel Assessment Test for Employment?

One of the fastest way to learn is to learn necessary excel skills by following step by step tutorials and improve your skills in answering excel assessment skills questions.

Microsoft Excel is an electronic spreadsheet program, created by Microsoft Corporation. It enables users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and column.

An Interview Excel Test is a screening process employers use as part of the candidate employment interview to test a potential candidates' *Microsoft Excel skills*. Depending on the position candidate is applying for you are likely to face a pre-employment Excel test with varying level of difficulty.

Microsoft Excel Employment Assessment tests can be categorized into at least three levels of difficulty:

- ***Microsoft Excel Basic Test:*** this test is used for those applying for administrative or clerical positions. The basic test will evaluate your skills performing basic Excel functions. This can include anything from printing, formatting cells, inserting tables, and so on. If you have used Excel in the past or familiar with other similar applications you should be able to refresh your skills with the quick tutorial, practice sample excel interview questions to pass assessment test.

- ***Intermediate Microsoft Excel Test:*** requires more than basic knowledge but is not as complex as the advanced level test. For this level you will need to study in advance. A basic understanding of Excel will not suffice. This test is typically offered to evaluate skills of Business Analyst, Project Managers, Architects and other people that may be responsible for complex decision making but may not need to access advanced features of Microsoft Excel

- ***Advanced Microsoft Excel Test*** is for those that will need to use Excel in a more complex manner at their jobs. The test will evaluate your skills with pivot tables, creating macros, filtering, and functions such as IF, IFS, VLOOKUP, SUMIFS, VBA and other advanced concepts used in Microsoft Excel. Typically this test is offered to Statistician, VBA programmers, Sr. Financial Analyst, Scientists and other professionals that may need to use advanced features of Microsoft Excel

Topics covered in Excel Assessment Test

- Creating a document, opening and closing of existing documents
- Organizing Excel document to help effectively manage information
- User Interface Navigation
- Formatting
- Operations with cells
- Basic Formulas
- Printing

Who is this book for?

This book prepares candidates to help pass **Beginners Excel Test**. We will be covering specific strategies and provide you samples of the questions that can be asked for the relevant positions you are applying for.

Multiple Choice Questions Workbook

Instructions: The workbook is broken down into two section to help you with your study process:

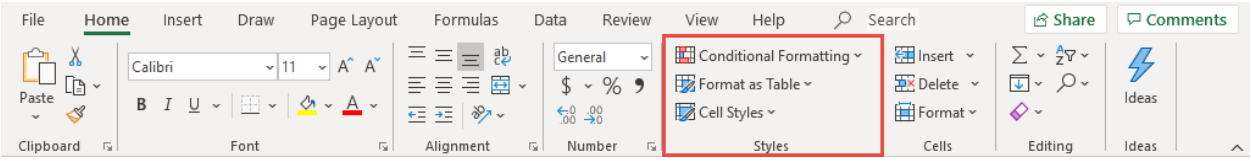
First section [Multiple Choice Questions Workbook] contains Excel Assessment Test questions.

Second section [Multiple Choice Question with Answers and Explanations] contains the same questions with answers and explanations.

One of the best ways to study is to view part one first and attempt to answer the questions. Once complete you can you can validate your answers by using “Answers with Explanations” section. Then you repeat the process, until you get all answers correctly.

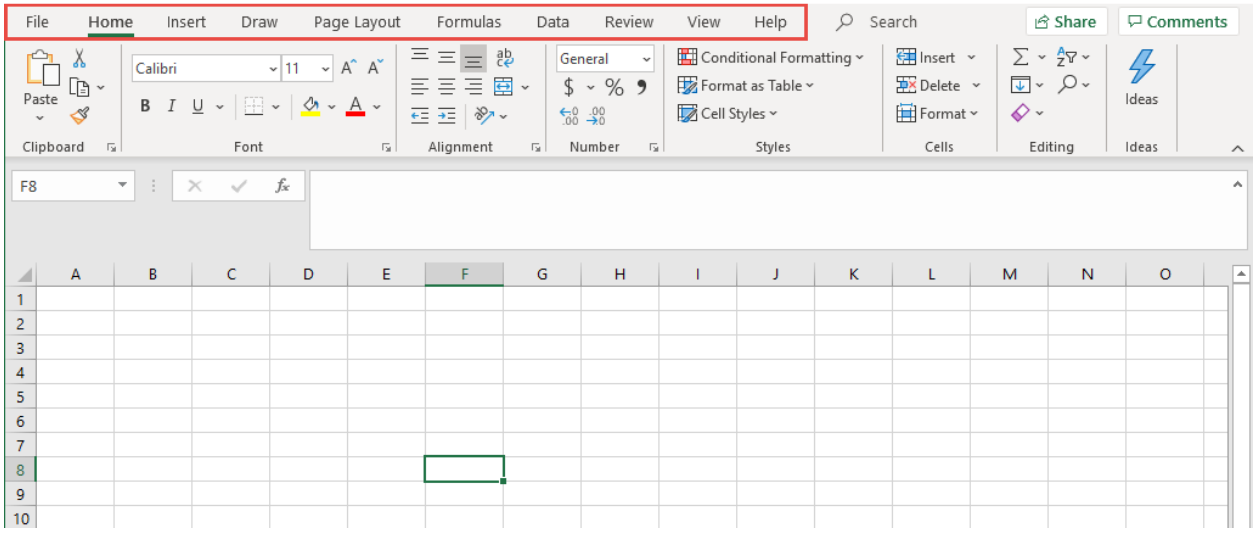
You go through the process multiple times, until you get your answers correct 100%

1.What is the name best describes area outlined in red in the screen print below



a) *Styles Tab*
b) *Styles Section*
c) *Styles Group*
d) *Conditional Formatting group*
e) *Format as Table group*

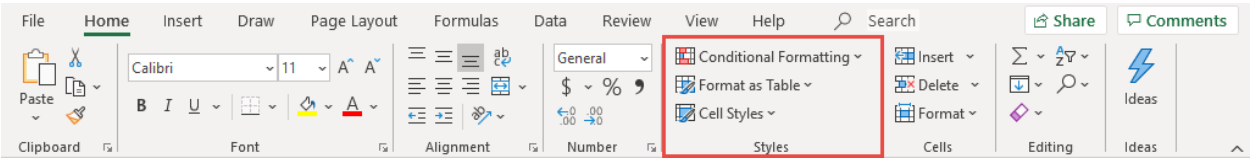
2. What is the name of area, highlighted in red, in the screen print below?



a) Excel Ribbon
b) Excel Ribbon tabs
c) Excel Worksheets tabs
d) Excel Workbook tabs
e) Excel Quick Access Toolbar

Multiple Choice Question with Answers and Explanations

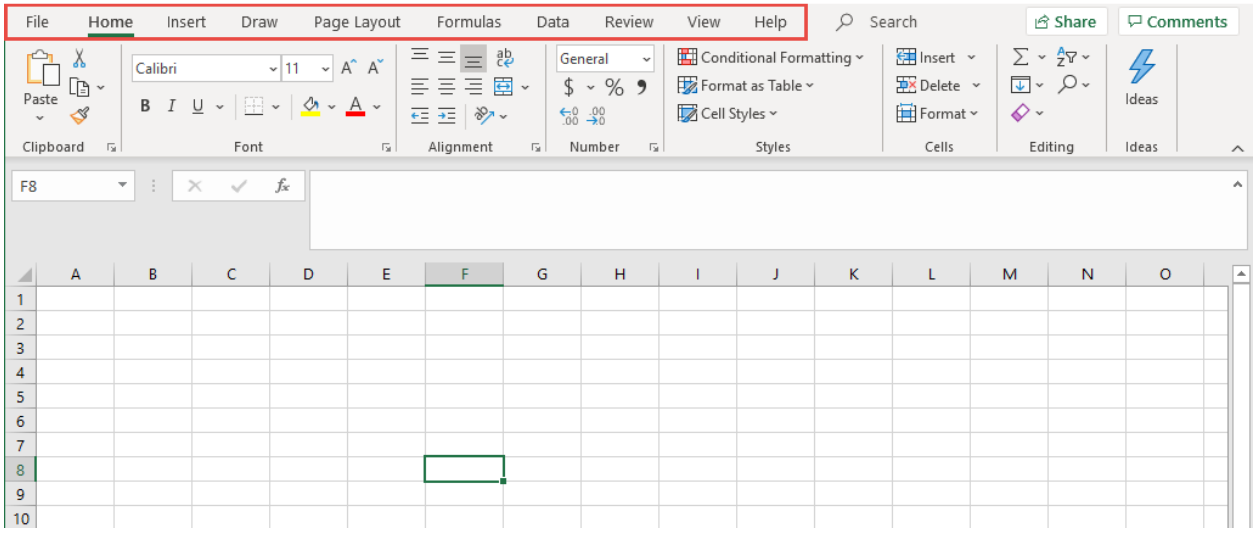
1.What is the name best describes area outlined in red in the screen print below



f) Styles Tab
g) Styles Section
h) Styles Group
i) Conditional Formatting group
j) Format as Table group

Answer: The correct answer is c. Each tabbed section of the Ribbon is divided into groups which contain functions for the given group. The group name can be found at the bottom center of each group of functions. In above example then name of the group is “Styles”

2. What is the name of area, highlighted in red, in the screen print below?



f) Excel Ribbon
g) Excel Ribbon tabs
h) Excel Worksheets tabs
i) Excel Workbook tabs
j) Excel Quick Access Toolbar

Answer: The correct answer is b. Excel Ribbon is organized through the use of different tabs, each of which opens up a different part of the Ribbon with different functions and function groups related to the selected tab.

Excel Navigation Shortcuts

CTRL + Arrows	Go to End of Continuous Range
SHIFT + Arrows	Select A Cell Range
CTRL + SHIFT + Arrows	Highlight A Continuous Range
ALT + Tab	Switch Programs
CTRL + Pg Up/Down	Switch Worksheets
Enter	Move below
Shift + Enter	Move Up
Home	Move to Beginning of the Line
CTRL + Home	Go to Cell A1
ESC	Cancel current operation

Excel Columns and Rows Shortcuts

CTRL + 0	Hide Column
CTRL + 9	Hide Row
SHIFT + CTRL + 9	Unhide Row
SHIFT + CTRL + 0	Unhide Column
SHIFT + Spacebar	Highlight Row
CTRL + Spacebar	Highlight Column
SHIFT + CTRL + Plus sign	Insert Blank Cells
CTRL + Minus Sign	Delete Selected Cells
SHIFT + ALT + Left Arrow	Group Rows/Columns
SHIFT + ALT + Right Arrow	Ungroup Rows/Columns

Excel CTRL Shortcuts

CTRL + B	Bold
CTRL + C	Copy
CTRL + A	Select All
CTRL + D	Fill Down
CTRL + F	Find
CTRL + I	Italic
CTRL + N	New Workbook
CTRL + O	Open
CTRL + P	Print
CTRL + R	Fill Right
CTRL + S	Save Workbook
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Z	Undo