Excel Practice Test
10 Sample Excel Assessment Test Questions and Answers
Question 1
Question:

Applying AutoSum formulas in the range B12:E12 render wrong results, why is that?

CHOOSE ONE:

A. AutoSum formulas exclude last row from results
B. AutoSum formulas refer to the column left of their cells
C. AutoSum formulas are referring to their own cells causing error
D. AutoSum formulas, includes header values in the calculation
AutoSum formulas do not exclude last row.

AutoSum formulas are not referring to left row as the data is on the columns.

AutoSum formulas do not refer to the cells they are placed in.

D AutoSum formulas, includes header values in the calculation
Question 2
Question:

Which function would you choose from below to round up a value to the nearest increment of your choice like for instance up to next 5?

CHOOSE ONE:

A. ROUNDUP
B. MAX
C. CEILING
D. ROUND
**Correct Answer**

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- **ROUNDUP function rounds the given value upwards to a specified number of digits**
- **MAX function is used for finding maximum value in a given range**
- **ROUND function rounds the given value to specified digits up or down depending upon the value**

**CEILING**
Question 3
Question:

When editing a cell, which key or combination of keys can you press to toggle between relative, absolute and mixed cell references?

CHOOSE ONE:

A. CTRL+SHIFT+F4 (Windows) or Command+ Shift+4 (Mac)
B. ALT + SHIFT + F4 (Windows) or Option + Shift + 4 (Mac)
C. F4 (Windows) or Command + T (Mac)
D. ALT + F4 (Windows) or Option + F4 (Mac)
Correct Answer

CTRL+SHIFT+F4 (Windows) or Command+ Shift+4 (Mac) used for finding the previous match

ALT + SHIFT + F4 (Windows) or Option + Shift + 4 (Mac) is not a valid Excel shortcut

ALT + F4 (Windows) or Option + F4 (Mac) terminates the active Excel window.

F4 (Windows) or Command + T (Mac)
Question 4
Question:
What will happen if we click the button indicated by the arrow?

CHOOSE ONE:

A. All Cells in the sheet will be selected
B. All Cells in the sheet will be cleared
C. All Cells in the sheet will be hidden
D. It will hide the formula bar
Correct Answer

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- You can’t clear the cells in Excel without selecting a cell or range of cells
- Hiding a single cell is not possible in Excel, you can only hide rows or columns.
- You can hide the formula bar by unchecking Formula Bar from the View ribbon under group Show.

All Cells in the sheet will be selected
Question 5
Question:

Which option should we use to quickly & efficiently copy the formatting over from cell A1 to range B1:D1?

**CHOOSE ONE:**

A. Conditional Formatting  
B. Format Painter  
C. Cell Styles  
D. Format as table
Conditional formatting is used for formatting the cells based on any defined condition.

Cell styles are pre defined & custom styles which you can use fill a certain style on a cell or range.

Format as a table converts the selected range to a table with design of your choice.
Question 6
Question:
Which formula will capture correct number of numerical values from range A2:A5 & C2:C5?

CHOOSE ONE:

A. =COUNT(C2:C5)
B. =COUNT(C2:C5, A2:A5)
C. =COUNT(A2:A5, C2:C5)
D. =COUNT(A2:A5)
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- \( \text{COUNT(C2:C5)} \) is not taking into account the cells in range A2:A5.
- \( \text{COUNT(A2:A5 C2:C5)} \) has no comma separator in formula so it will throw an error.
- \( \text{COUNT(A2:A5)} \) is not taking into account the cells in range C2:C5.

Correct Answer

\( \text{COUNT(C2:C5,A2:A5)} \)
Question 7
Question:

Which tool would allow you to set a cell in such a way that the date entered would only be between a given range?

CHOOSE ONE:

A  Protect Workbook  B  Protect Worksheet  C  Filter  D  Data Validation
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Protect Workbook feature is used to prevent the users from altering the structure of a workbook.

Protect worksheet feature is used for protecting a given cell or range from being edited.

Filter is used to filter across data with many different attributes which include color, text, number value etc.

Correct Answer: Data Validation
Question 8
Question:

Which formula can we use to get the value that lies in the middle of range A2:A12 where data is sorted in Ascending order?

CHOOSE ONE:

A MODE  B MAX  C AVERAGE  D MEDIAN
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- **Correct Answer:** D

- **MODE function** returns the most frequently occurring number in a range.
- **MAX function** returns the maximum value in a given range.
- **Average function** returns the average of cells in a given range.

**Median**
Question 9
Question:
How can you insert a new table row, when active cell is the rightmost cell on last column of an Excel table?

CHOOSE ONE:
A  Press the Tab key
B  Press the Enter (Return key)
C  Press the Esc key
D  Press the Spacebar key
Pressing the Enter(Return) key will move your select cursor, one cell down.

Escape key in this instance will not do anything.

Pressing Spacebar would replace the active cell with a space and give you the cursor to edit more.
Question 10
Question:

To unhide all columns at once what option would you select after selecting the entire worksheet?

CHOOSE ONE:

A  Double-click a column header
B  Right-click a column header and select Reveal
C  Right-click a column header and select unhide
D  Right-click a column header and select Column Width
Double-click on a column header will move your selection from all the sheet to that specific column.

Reveal is not an option in Excel.

Column width as the name suggests is used for adjusting the width of the column.

Right-click a column header and select unhide.
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Excel Test Tips and Tricks

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Smartest Ways to Get Prepared for Excel Test

- Download latest version Excel and Explore
  - Consider Office 365 subscription
- Use outlines from Test provider (Indeed.com, SkillsCheck, IKM) and review their sample questions
- Try Passing LinkedIn Assessment Test (It’s FREE)
- Download and read Excel Books and eBooks
- Follow along Practice Exercises
- Post questions and Comments of relevant YouTube Videos to Get Answers
- Consider subscribing to Online Training for Everyone YouTube Channel

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Best Practices During Excel Test

• Try to schedule test in the morning, when you have high levels of energy
• Get a good sleep before the test.
  • Do not take a test if you are tired
• Read Question carefully (ideally more than once)
• Answer easy questions first (if you have a choice)
  • This would allow you to leave harder questions for the end, but you will get easy answers in
• Validate your answer with more than one method (i.e. Manual Calculations, Formulas, Pivot Table etc.)
Excel Test during COVID-19

1. Be prepared for Excel Test at Home
   • You might be monitored and timed
2. Anticipate questions based on the job position
3. Research and practice before the test
4. Reflect after the test and take notes
   • Use these notes to get ready for next test
5. Improve your hands on Excel Skills in Between Tests

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Smart Ways to Learn using YouTube Videos

- Dedicate uninterrupted chunks of time
- When your attention drifts take a break
- Download workbooks to repeat steps
- Try to watch from start to finish
- Set the playback speed so that it
  - Keeps you engaged
  - Gives you time to absorb the content
  - Pause the video to try out the material

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How to Learn Quickly

Mixed mode learning is the most effective
• Use variations of resources
• Alternate between different resources
Example:
  - Watch YouTube Video
  - Practice the steps in Excel
  - Read related topics in the eBook
  - Experiment with variations of questions

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