

SET	TYPE	MARKS	QUESTION	CO	PI	Bloom's Level	Accessible For	ANSWER-ONE	ANSWER-ONE-STATUS	ANSWER-TWO	ANSWER-TWO-STATUS	ANSWER-THREE	ANSWER-THREE-STATUS	ANSWER-FOUR	ANSWER-FOUR-STATUS
A	SINGLE-CORRECT	1	What does the INDEX function in MS Excel do?	CO1		Apply	Only Me	Returns the value of a cell in a specified row and column	Correct	Calculates the sum of a range of cells	Incorrect	Counts the number of cells that meet a specified condition	Incorrect	Finds the average of a range of cells	Incorrect
A	SINGLE-CORRECT	1	What does the MATCH function return when no match is found?	CO1		Apply	Only Me	#NAME?	Incorrect	#REF!	Incorrect	#VALUE!	Incorrect	#N/A	Correct
A	SINGLE-CORRECT	1	Which arguments are required for the INDEX function?	CO1		Apply	Only Me	Range of cells and condition	Incorrect	Row number and column number	Correct	Text value and search criteria	Incorrect	Average and median values	Incorrect
A	SINGLE-CORRECT	1	Which argument of the MATCH function is optional?	CO1		Apply	Only Me	lookup_value	Incorrect	lookup_array	Incorrect	match_type	Correct	All arguments are required	Incorrect
A	SINGLE-CORRECT	1	Which match_type value will return the exact match only, in VLOOKUP?	CO1		Apply	Only Me	1	Incorrect	2	Incorrect	0	Correct	-1	Incorrect
A	SINGLE-CORRECT	1	What is the syntax of the INDEX function?	CO1		Apply	Only Me	INDEX(range, average, median)	Incorrect	INDEX(range, row_num, col_num)	Correct	INDEX(text, search_criteria)	Incorrect	INDEX(range, condition)	Incorrect
A	SINGLE-CORRECT	1	What does the CHOOSE function in MS Excel do?	CO1		Apply	Only Me	Returns a value from a list of values based on a specified condition	Incorrect	Returns a value from a list of values based on its position	Correct	Returns a value from a list of values based on its alphabetical order	Incorrect	Returns a value from a list of values based on a specified criteria	Incorrect
A	SINGLE-CORRECT	1	What happens if the index argument in the CHOOSE function is less than 1 or greater than the number of values in the list?	CO1		Apply	Only Me	It returns the first value in the list	Incorrect	It returns a blank cell	Incorrect	It returns the last value in the list	Incorrect	It returns an error	Correct
A	SINGLE-CORRECT	1	What type of error occurs when a formula references a cell that contains text instead of a number?	CO1		Apply	Only Me	Type Error	Incorrect	Value Error	Correct	Circular Reference Error	Incorrect	Syntax Error	Incorrect

A	SINGLE-CORRECT	1 Which type of error occurs when a formula contains a reference to a cell that has been deleted or moved?	CO1	Apply	Only Me	Syntax Error	Incorrect	#REF! Error	Correct	#NAME? Error	Incorrect	#DIV/0! Error	Incorrect	
A	SINGLE-CORRECT	1 Which type of error occurs when a formula contains an invalid mathematical operation, such as trying to multiply text values?	CO1	Apply	Only Me	Syntax Error	Incorrect	#REF! Error	Incorrect	#NUM! Error	Incorrect	#VALUE! Error	Correct	
A	SINGLE-CORRECT	1 When you drag the Sales Units column to the Values area of your PivotTable it shows up as "Count of Sales Units". What is the most likely cause?	CO1	Apply	Only Me	Someone has already defined a Count of Sales Units column on the PivotTable and that format is being forced on the newly added column	Incorrect	There is at least one text value somewhere in the Sales Units column of the source data	Correct	The default value field setting is Count	Incorrect	None of these	Incorrect	Image 1
A	SINGLE-CORRECT	1 Which field should I drag and drop into different boxes of the Pivot table in the Pivot Table Fields window to get the attached image view?	CO1	Apply	Only Me	Rows-Region, Values-Profit, Columns-Category	Incorrect	Rows-Category, Values-Profit, Columns-Region, Filter-Region	Incorrect	Rows-Category, Values-Profit, Columns-Region	Correct	Rows-Category, Values-Profit, Filter-Region	Incorrect	Image 2
A	SINGLE-CORRECT	1 How would you handle the missing values or error in Pivot Table?	CO1	Apply	Only Me	Value Field Settings	Incorrect	Pivot Table Options	Correct	Fields, Items and Sets	Incorrect	Field List	Incorrect	
A	SINGLE-CORRECT	1 How to bring back the pivot table field list pane?	CO1	Apply	Only Me	Click inside the pivot table	Incorrect	Right click on pivot table, select View Field List	Incorrect	In Analyze tab, select Field List	Incorrect	All of the above	Correct	
A	SINGLE-CORRECT	1 From where you can add a calculated field in pivot table?	CO1	Apply	Only Me	Value Field Settings	Incorrect	Pivot Table Options	Incorrect	Fields, Items and Sets	Correct	Field List	Incorrect	

A	SINGLE-CORRECT	1 What characteristics are required in the source data to create a Pivot Table?	CO1	Apply	Only Me	A list or table with values in it	Incorrect	The data is housed in an Excel table or covered by a named range	Incorrect	A contiguous data range with headers	Correct	None of these	Incorrect
A	SINGLE-CORRECT	1 How would you change the value of the Sales \$ column of a PivotTable from Sum to Average?	CO1	Apply	Only Me	Right-click any cell within a Sales \$ column in the PivotTable, choose Value Field Settings, and select Average	Correct	Right-click the header for the Sales \$ column in the PivotTable, choose Value Field Settings, and select Average	Incorrect	In the design tab, use Report Layout	Incorrect	None of these	Incorrect
A	SINGLE-CORRECT	1 What is the purpose of the +/- buttons that appear across the categories on a PivotTable?	CO1	Apply	Only Me	Decrease/Increase	Incorrect	Collapse/Expand	Correct	Reduce/Add	Incorrect	Subtract/Add	Incorrect
A	SINGLE-CORRECT	1 How do you remove an item from a Pivot Table?	CO2	Apply	Only Me	Drag it back from the Pivot fields into the field well	Correct	Delete it from the source data, and then refresh the Pivot Table	Incorrect	Right click the item in the field list and select Remove	Incorrect	None of these	Incorrect
A	SINGLE-CORRECT	1 Suppose you change something in your Pivot Table's source data. What are the implications?	CO2	Apply	Only Me	The Pivot Table will update automatically	Incorrect	You must manually refresh your Pivot Table in order to see the change show up there	Correct	You must close your workbook and re-open it to get the Pivot Table to update	Incorrect	None of these	Incorrect

A	SINGLE-CORRECT	1 A ____ is an interactive view of worksheet data.	CO2	Apply	Only Me	Pivot table report	Correct	2D column chart	Incorrect	Trendline	Incorrect	None of these	Incorrect	
A	SINGLE-CORRECT	1 A ____ report is an interactive chart that allows users to change the groupings that graphically present data.	CO2	Apply	Only Me	Slicer chart	Incorrect	Pivot Chart	Correct	Trend chart	Incorrect	2D column chart	Incorrect	
A	SINGLE-CORRECT	1 What can you use to easily filter pivot tables interactively in a worksheet?	CO2	Apply	Only Me	Slicer	Correct	Checkbox	Incorrect	Conditional formatting	Incorrect	None of these	Incorrect	
A	SINGLE-CORRECT	1 What dialog box allows you to change a field name in a PivotTable?	CO2	Apply	Only Me	Field options	Incorrect	Field pane	Incorrect	Value Field settings	Correct	Field structure	Incorrect	
A	SINGLE-CORRECT	1 Under which tab and in which function group will you find the option to insert a Pivot Table?	CO2	Apply	Only Me	Under the Insert tab in the Tables group	Correct	Under the Formulas tab in the Data Analysis group	Incorrect	In the Data group in the Tables group	Incorrect	None of these	Incorrect	
A	SINGLE-CORRECT	1 Which of the following is NOT a box in the PivotTable Fields List?	CO2	Apply	Only Me	Column	Incorrect	Filter	Incorrect	Values	Incorrect	Formulas	Correct	
A	SINGLE-CORRECT	1 What will be the output of formula =CHOOSE(3, "Option A", "Option B", "Option C", "Option D")?	CO2	Apply	Only Me	Option A	Incorrect	Option B	Incorrect	Option C	Correct	Option D	Incorrect	
A	SINGLE-CORRECT	1 =VLOOKUP(4, A2:D9, 3, FALSE)   What does the above formula return?	CO2	Apply	Only Me	Marketing	Correct	51000	Incorrect	48000	Incorrect	Finance	Incorrect	Image 3
A	SINGLE-CORRECT	1 =IFERROR(VLOOKUP(9, A2:D9, 2, FALSE), "Not Found")   If there is no match for ID 9 in the dataset, what will be the result?	CO2	Apply	Only Me	Not Found	Correct	#N/A	Incorrect	48000	Incorrect	HR	Incorrect	Image 3
A	SINGLE-CORRECT	1 =INDEX(D2:D9, MATCH("Frank", B2:B9, 0))   What does the above formula return?	CO2	Apply	Only Me	Frank's Salary	Incorrect	HR	Incorrect	52000	Correct	6	Incorrect	Image 3
A	SINGLE-CORRECT	1 =MATCH("John", A2:A9, 0)   If there is no "John" in the dataset, what will be the result?	CO2	Apply	Only Me	0	Incorrect	1	Incorrect	#N/A	Correct	8	Incorrect	Image 3
A	SINGLE-CORRECT	1 =INDEX(\$B\$2:\$B\$9, MATCH("Marketing", \$C\$2:\$C\$9, 0), IFNA(MATCH(71000, \$D\$2:\$D\$9, 0), 0))   What does the above formula return?	CO2	Apply	Only Me	51000	Incorrect	Emily	Incorrect	48000	Incorrect	David	Correct	Image 3
A	SINGLE-CORRECT	1 Consider the following scenarios: I. =VLOOKUP(4, A2:D9, 3, FALSE) II. =INDEX(C2:C9, MATCH(4, A2:A9, 0)) III. =SUMPRODUCT((A2:A9=4)*(C2:C9)) Which formula(s) correctly look up and retrieve the department for ID 4?	CO2	Apply	Only Me	I only (VLOOKUP)	Incorrect	II only (MATCH + INDEX)	Incorrect	III only (SUMPRODUCT)	Incorrect	I, and II	Correct	Image 3
A	SINGLE-CORRECT	1 Consider the following scenarios: I. =VLOOKUP("Marketing", A2:D9, 3, FALSE) II. =INDEX(A2:A9, MATCH("Marketing", C2:C9, 0)) III. =SUMPRODUCT((C2:C9="Marketing")*(D2:D9)) Which formula(s) correctly find and retrieve the ID(s) for the "Marketing" department?	CO2	Apply	Only Me	I only (VLOOKUP)	Incorrect	II only (MATCH + INDEX)	Correct	III only (SUMPRODUCT)	Incorrect	I, II, and III	Incorrect	Image 3

A	SINGLE-CORRECT	1 Consider the following scenarios: I. =VLOOKUP("IT", C2:D9, 2, FALSE) II. =INDEX(D2:D9, MATCH("IT", C2:C9, 0)) III. =SUMPRODUCT((C2:C9="IT")*(D2:D9)) Which formula(s) correctly calculate the total salary for the "IT" department?	CO2	Apply	Only Me	I only (VLOOKUP)	Incorrect	II only (MATCH + INDEX)	Incorrect	III only (SUMPRODUCT)	Correct	I, II, and III	Incorrect	Image 3
A	SINGLE-CORRECT	1 Consider the following scenarios: I. =IFERROR(VLOOKUP(9, A2:D9, 2, FALSE), "Not Found") II. =IFERROR(INDEX(B2:B9, MATCH(9, A2:A9, 0)), "Not Found") III. =IFERROR(SUMPRODUCT((A2:A9=9)*(C2:C9)), "Not Found") Which formula(s) correctly handle the case when there is no match for ID 9?	CO2	Apply	Only Me	I only (VLOOKUP)	Incorrect	II only (MATCH + INDEX)	Incorrect	III only (SUMPRODUCT)	Incorrect	I, II, and III	Correct	Image 3
A	SINGLE-CORRECT	1 =CHOOSE(3, "Option A", "Option B", "Option C", "Option D")	CO1	Apply	Only Me	Option A	Incorrect	Option B	Incorrect	Option C	Correct	Option D	Incorrect	
A	SINGLE-CORRECT	1 Under which tab and in which function group will you find the option to insert a Pivot Table?	CO2	Apply	Only Me	Under the Insert tab in the Tables group	Correct	Under the Formulas tab in the Data Analysis group	Incorrect	In the Data group in the Tables group	Incorrect	None of these	Incorrect	
A	SINGLE-CORRECT	1 Which of the following is NOT a box in the PivotTable Fields List?	CO2	Apply	Only Me	Column	Incorrect	Filter	Incorrect	Values	Incorrect	Formulas	Correct	