

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

POST GRADUATE DIPLOMA IN MANAGEMENT (2025-27)
MID TERM EXAMINATION (TERM -I)

Subject Name: **Excel for Managers**

Time: **01.00 hrs**

Sub. Code: **PG105**

Max Marks: **20**

Note: All questions are compulsory. Read the case and answer the questions

Q. 1. You have a chart where “Months” appear on the vertical axis and “Sales” on the horizontal axis, but you want “Months” on the horizontal axis instead. Which tool will achieve this?

- A) Format Data Series
- B) Change Chart Type
- C) Switch Row/Column
- D) None of these

Correct answer: C) Switch Row/Column

Q. 2. Which chart element contains the entire chart and all its components?

- A) Plot Area
- B) Chart Area
- C) Legend
- D) Data Table

Correct answer: B) Chart Area

Q. 3. You copy a range that has some empty cells and paste it over another range using “Skip Blanks.” What will happen to the data in the destination where the copied cells are blank?

- A) It will overwrite destination cells
- B) It will be ignored
- C) It will turn into zeros
- D) It will be highlighted

Correct answer: B) It will be ignored

Q. 4. Your chart shows three products represented by blue, red, and green bars. Which chart element tells viewers which color belongs to which product?

- A) Axis
- B) Chart Title
- C) Legend
- D) Data Table

Correct answer: C) Legend

Q. 5. You have monthly sales data for the last three years and want to visualize the overall growth pattern. Which chart type will best show the trend?

- A) Column Chart
- B) Bar Chart
- C) Pie Chart
- D) Line Chart

Correct answer: D) Line Chart

Q. 6. In a column chart, the bars look too thin and you want to make them wider. Which feature would you use to adjust their appearance?

- A) Change Chart Type
 - B) Format Data Series
 - C) Add Data Labels
 - D) Switch Row/Column
- Correct answer:** B) Format Data Series

- Q. 7.** What is the key limitation of a pie chart?
- A) Cannot display more than one series
 - B) Cannot use percentages
 - C) Cannot use colors
 - D) Cannot show labels
- Correct answer:** A) Cannot display more than one series

- Q. 8.** You have a dataset with “Advertising Spend” in one column and “Sales Revenue” in another. Which chart type is most suitable to analyze the relationship between these two variables?
- A) Pie Chart
 - B) Column Chart
 - C) Scatter Chart
 - D) Line chart
- Correct answer:** C) Scatter Chart

- Q. 9.** Which Excel option connects points in a line chart when data is missing?
- A) Show empty cells as gaps
 - B) Connect data points with line
 - C) Show as zero
 - D) Remove empty cells
- Correct answer:** B) Connect data points with line

- Q. 10.** Which tab contains the option to control how missing data is displayed in charts?
- A) Change Chart Type
 - B) Format Data Series
 - C) Select Data
 - D) None of these

Correct answer: C) Select Data

- Q. 11.** When using the “Arrange All” option to compare windows, which arrangement will show the windows stacked one above the other?
- A) Horizontal
 - B) Vertical
 - C) Tiled
 - D) Cascade

Correct answer: A) Horizontal

- Q. 12.** What happens when you split the pane in Excel?
- A) The worksheet is divided into separate workbooks
 - B) The worksheet is divided into horizontal or vertical panes, allowing independent scrolling
 - C) The sheet gets divided into two separate worksheets
 - D) Only the current view is frozen

Correct answer: B) The worksheet is divided into horizontal or vertical panes, allowing independent scrolling

Q. 13. After using the “Split” option, how can you remove the split and return to the default view?

- A) Go to the View tab → Single-click Split
- B) Go to the View tab → Remove Split
- C) Click on Reset in the Home tab
- D) Go to the View tab → Double-click Split

Correct answer: A) Go to the View tab → Single-click Split

Q. 14. Can you split the worksheet into both horizontal and vertical panes at the same time?

- A) No, Excel only allows horizontal or vertical splits, not both
- B) Yes, by dragging both the horizontal and vertical split bars simultaneously
- C) Yes, by using the Arrange All feature
- D) No, this can only be done using the Freeze Panes option

Correct answer: B) Yes, by dragging both the horizontal and vertical split bars simultaneously

Q. 15. In Excel Options, which option allows you to enable or disable the autocorrect feature?

- A) Proofing → AutoCorrect Options
- B) Advanced → AutoCorrect Settings
- C) View → AutoCorrect Settings
- D) Home → Proofing Settings

Correct answer: A) Proofing → AutoCorrect Options

Q. 16. Which of the following cannot be included in a custom list?

- A) Days of the week
- B) Names of months
- C) A list of values you type in
- D) A list from an external source, like a CSV file

Correct answer: D) A list from an external source, like a CSV file

Q. 17. What is a custom list in Excel?

- A) A predefined list of items that Excel provides
- B) A list created by the user to define custom order or sequence
- C) A list that only works with numbers
- D) A list that you can use only in charts

Correct answer: B) A list created by the user to define custom order or sequence

Q. 18. What happens when you use the Paste Special → Values option in Excel?

- A) The data is pasted as a formula
- B) The data is pasted as plain values, without any formulas
- C) The formatting from the source cells is copied
- D) The comments from the source cells are copied

Correct answer: B) The data is pasted as plain values, without any formulas

Q. 19. If you want to multiply the contents of the selected cells by a constant value (e.g., 10) using Paste Special, which option will you use?

- A) Paste Values → Multiply
- B) Paste Special → Operation → Multiply
- C) Paste Special → Multiply
- D) Paste Special → Values and Number Formats

Correct answer: B) Paste Special → Operation → Multiply

Q. 20. If you want to paste the exact same formatting from the source range (including fonts, colors, borders) without copying the values or formulas, which Paste Special option should you use?

- A) Paste Values
- B) Paste Formats
- C) Paste All
- D) Paste Values and Number Formats

Correct answer: B) Paste Formats

Q. 21. You want to paste the results of a calculation, but you do not want to paste the formulas that produced the results. What Paste Special option should you use?

- A) Paste Values
- B) Paste Formulas
- C) Paste Values and Number Formats
- D) Paste Values and Formatting

Correct answer: A) Paste Values

Q. 22. If Flash Fill does not automatically start, you can trigger it by:

- a) Ctrl + F
- b) Ctrl + E
- c) Alt + E
- d) Ctrl + Shift + F

Correct answer: b) Ctrl + E

Q. 23. AutoSum by default sums:

- a) Only visible cells
- b) All cells in the column
- c) The range above or to the left of the active cell
- d) All numeric cells in the workbook

Correct answer: c) The range above or to the left of the active cell

Q. 24. Which of the following will NOT be recognized by Flash Fill?

- a) Separating first and last names
- b) Combining columns with a separator
- c) Applying a complex formula dynamically
- d) Changing case of text

Correct answer: c) Applying a complex formula dynamically

Q. 25. Which AutoFill handle action will copy the same value into all dragged cells?

- a) Drag normally
- b) Hold Ctrl while dragging
- c) Hold Shift while dragging
- d) Hold Alt while dragging

Correct answer: a) Drag normally

Q. 26. Go-To Special can be used to select:

- a) Blank cells
- b) Cells with formulas
- c) Cells with conditional formatting
- d) All of the above

Correct answer: d) All of the above

Q. 27. To quickly select all blank cells in a range, you would use:

- a) Ctrl + Shift + L
 - b) Go-To Special > Blanks
 - c) Find and Replace > Blanks
 - d) Data > Remove Blanks
- Correct answer:** b) Go-To Special > Blanks

Q. 28. Go-To Special > Constants will select:

- a) All cells with formulas
- b) All cells containing fixed values
- c) Only numeric constants
- d) Only text constants

Correct answer: b) All cells containing fixed values

Q. 29. Which Go-To Special feature is most useful before deleting blank rows in a dataset?

- a) Select Blanks
- b) Select Visible Cells Only
- c) Select Objects
- d) Select Current Array

Correct answer: a) Select Blanks

Q. 30. Which Go-To Special selection is best for locating cells that are part of an array formula?

- a) Formulas
- b) Current Array
- c) Visible Cells Only
- d) Data Validation

Correct answer: b) Current Array

Q. 31. What is the shortcut for replace:

- A) Ctrl + R
- B) Shift + H
- C) Ctrl + H
- D) Shift + R

Correct answer: C) Ctrl + H

Q. 32. What does the Format Painter tool do?

- A) Changes the cell background color
- B) Copies formatting from one cell to another
- C) Changes the font style
- D) Opens a new workbook

Correct answer: B) Copies formatting from one cell to another

Q. 33. How do you insert a new row into a worksheet?

- A) Press Ctrl + R
- B) Right-click on a row number and choose 'Insert'
- C) Press the Delete key
- D) Drag the row border

Correct answer: B) Right-click on a row number and choose 'Insert'

Q. 34. What does the = sign at the beginning of a cell entry signify?

- A) It's a number
- B) It's a text entry
- C) It's the start of a formula
- D) It's a date

Correct answer: C) It's the start of a formula

Q. 35. If a cell contains the formula =10-5^2, what will be the result?

- A) -15
- B) -10
- C) 0
- D) 20

Correct answer: A) -15

Q. 36. What is the keyboard shortcut to save a workbook?

- A) Ctrl + S
- B) Ctrl + V
- C) Ctrl + Z
- D) Ctrl + P

Correct answer: A) Ctrl + S

Q. 37. Which of the following is a valid formula using a cell reference?

- A) =B1+C1
- B) B1+C1
- C) B1C1
- D) 1+1

Correct answer: A) =B1+C1

Q. 38. To make a row invisible, you would use the following command:

- A) Freeze Panes
- B) Hide
- C) Clear
- D) Lock Cells

Correct answer: B) Hide

Q. 39. How can you freeze the top row?

- A) View tab → Freeze Panes → Freeze Top Row
- B) Home tab → Format → Freeze Row
- C) Data Tab → Freeze Panes → Freeze Top Row
- D) Page Layout tab → Freeze Panes → Freeze Top Row

Correct answer: A) View tab → Freeze Panes → Freeze Top Row

Q. 40. What is the name of the bar where you can see and edit the contents of the active cell?

- A) Status Bar
- B) Formula Bar
- C) Title Bar
- D) Ribbon

Correct answer: B) Formula Bar