

Multiple Choice Questions		Answer	Remarks
<b>Q1. What is the shortcut key to insert a new worksheet in Excel?</b> (a) Ctrl+F11 (b) Alt+F11 (c) Shift+F11 (d) Shift+Alt+F11	c	✓	
<b>Q2. What is the function to sum a range of cells in Excel?</b> (a) ADD (b) SUM (c) SUMA (d) SUMS	d	✗	
<b>Q3. Which of the following is NOT a type of pivot table?</b> (a) Standard pivot table (b) Pivot chart (c) Timeline pivot table (d) Slicer pivot table	b	✓	
<b>Q4. Which of the following is NOT a way to filter data in Excel?</b> (a) AutoFilter (b) Advanced Filter (c) Slicer (d) Data validation	d	✓	
<b>Q5. Which of the following is NOT a type of data connection in Excel?</b> (a) OLE DB connection (b) ODBC connection (c) HTTPS connection (d) Text file connection	b	✗	

# Ms Word Excel Questions And Answers Zviasy

**Yan Bai**



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