

**Multiple-Choice Questions:**

**1. What is a function in Excel?**

- A. A mathematical operation
- B. A built-in formula
- C. An argument in parentheses
- D. A cell reference
- **Correct Answer: B**

**2. Which function finds the minimum value in a range?**

- A. Average
- B. Min
- C. Max
- D. Count
- **Correct Answer: B**

**3. How do you apply a function in Excel?**

- A. Click the cell and choose Insert Function
- B. Type the function directly into the cell
- C. Use the AutoSum button
- D. All of the above
- **Correct Answer: A**

**4. In Figure 219, what is the purpose of the formula provided?**

- A. Calculate average marks
- B. Find the minimum marks
- C. Add total marks of each student
- D. Count the number of students
- **Correct Answer: C**

**5. What does Figure 223 represent?**

- A. Applying a formula to find total expenses
- B. Result of a query for January expenses
- C. Total expenses for the year 2020
- D. Querying Electricity Bill expenses
- **Correct Answer: B**

**6. Which formula is used to find the total expense of Electricity Bill?**

- A. =average(b3:b14)

VU APEX CAMPUS	<a href="http://vuapex.com.pk">vuapex.com.pk</a>	<a href="http://vuapex.pk">vuapex.pk</a>
Contact Us:	0322-8877744	

- B. =max(b3:b14)
- C. =min(b3:b14)
- D. =sum(b3:b14)

7. What is the purpose of the formula =SUM(B16:H16)?

- A. Calculate average expenses
- B. Find the maximum expense
- C. Sum total expenses for the year 2020
- D. Count the number of expenses
- **Correct Answer: C**

8. What is Sorting and Filtering used for in Excel?

- A. Formatting cells
- B. Manipulating data based on criteria
- C. Inserting functions
- D. Merging cells
- **Correct Answer: B**

9. How is Basic Sort performed in Excel?

- A. Click Sort & Filter and choose column
- B. Use the Sort Ascending button
- C. Click Add Level and choose the next column
- D. All of the above
- **Correct Answer: D**

10. What is SQL used for in a database?

- A. Sorting records
- B. Calculating averages
- C. Querying a relational database
- D. Adding new tables
- **Correct Answer: C**

11. What does the office cleric represent in the analogy?

- A. Database
- B. Filing cabinet
- C. Information
- D. DBMS
- **Correct Answer: D**

12. What is the purpose of the MS Access ribbon?

- A. Formatting text

VU APEX CAMPUS	<a href="http://vuapex.com.pk">vuapex.com.pk</a>	<a href="http://vuapex.pk">vuapex.pk</a>
Contact Us:	0322-8877744	

- B. Inserting tables
- C. Organizing and retrieving files
- D. Sorting records
- **Correct Answer: C**

13. Which tab is added in MS Access, as compared to MS Word and MS Excel?

- A. Home
- B. Create
- C. External data
- D. Database Tools
- **Correct Answer: B**

14. How do you create a new database in MS Access?

- A. Click on Blank database and type the database name
- B. Use the Create tab and select Blank Database
- C. Type the database name in a cell
- D. Use the Sort & Filter button
- **Correct Answer: A**

15. What does SQL stand for?

- A. Structured Query Language
- B. Sorting and Query Language
- C. Structured Question Language
- D. System Query Language
- **Correct Answer: A**

16. Which of the following is NOT a function in Excel?

- A. Sum
- B. Average
- C. Sort
- D. Count
- **Correct Answer: C**

17. What is the primary purpose of the formula in Figure 224?

- A. Find average expenses
- B. Calculate total bill expenses
- C. Query Electricity Bill details
- D. Find the minimum expense
- **Correct Answer: B**

18. What is the role of the office cleric in the analogy?

- A. Organize and retrieve files

VU APEX CAMPUS	<a href="http://vuapex.com.pk">vuapex.com.pk</a>	<a href="http://vuapex.pk">vuapex.pk</a>
Contact Us:	0322-8877744	

- B. Create databases
- C. Format text
- D. Calculate averages
- **Correct Answer: A**

19. **What is the result of the formula =average(b3:b14)?**

- A. Average of all expenses
- B. Maximum expense
- C. Minimum expense
- D. Total bill expenses
- **Correct Answer: A**

20. **Which module discusses Sorting and Filtering in Microsoft Excel?**

- A. Module 222
- B. Module 223
- C. Module 224
- D. Module 225
- **Correct Answer: C**

VU APEX CAMPUS	<a href="http://vuapex.com.pk">vuapex.com.pk</a>	<a href="http://vuapex.pk">vuapex.pk</a>
Contact Us:	0322-8877744	