



# Example Microsoft Excel Questions

Difficulty: easy

## **Instructions**

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This test measures your knowledge of Microsoft Excel. For each question you will be provided with a number of possible answers, and only one of those answers will be correct. To perform well you will need to work both quickly and accurately.

The real test will have 30 questions in total, but this example test contains three questions.

There is no time limit for these example questions, so take your time. In the real test there is a time limit of 30 seconds per question.

For these example questions you can check your answers at the end of this document.

These example questions will be easier than those in the real test, which will contain questions of varying difficulty.

The example questions follow on the next page.

## Example Questions

**Q1) Which of the following functions would be used to create a True or False answer within a cell?**

- 1) IF
- 2) AND
- 3) NOT
- 4) OTHER
- 5) WHY

**Q2) To multiply items in Excel, you would use:**

- 1) /
- 2) X
- 3) \*
- 4) \_

**Q3) If A1 contains the value of 25, which of these formulas are correct for increasing the value of A1 by 20%?**

- 1) =A1\*(1+20%)
- 2) SUM=A1\*(A1+20%)
- 3) A2=(A1+20%)
- 4) =A1(1+20%)
- 5) =A1+20%

*-- End of example questions --*

## Solutions

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These example questions come with answers so that you can check your understanding of the type of questions you will be asked in the real test.

### Example Questions

**Q1) Which of the following functions would be used to create a True or False answer within a cell?**

- 1) IF
- 2) AND
- 3) NOT
- 4) OTHER
- 5) WHY

**Q2) To multiply items in Excel, you would use:**

- 1) /
- 2) X
- 3) \*
- 4) \_

**Q3) If A1 contains the value of 25, which of these formulas are correct for increasing the value of A1 by 20%?**

- 1) =A1\*(1+20%)
- 2) SUM=A1\*(A1+20%)
- 3) A2=(A1+20%)
- 4) =A1(1+20%)
- 5) =A1+20%