

Excel Practice Test Questions and Answers

1. Which function calculates the average of a range of cells in Excel?

- A) SUM()
- B) AVERAGE()
- C) COUNT()
- D) MEDIAN()

2. What keyboard shortcut creates a new worksheet in Excel?

- A) Ctrl + N
- B) Shift + F11
- C) Alt + Tab
- D) Ctrl + Shift + N

3. Which Excel feature allows you to automatically fill a series of data?

- A) AutoSum
- B) AutoFill
- C) AutoFilter
- D) AutoFormat

4. What does the VLOOKUP function do in Excel?

- A) Adds values vertically
- B) Searches for a value in the first column and returns a value in the same row
- C) Creates a vertical chart
- D) Validates data entry

Answers: 1-B 2-B 3-B 4-B

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