

Robert Half Excel Assessment Practice Test Questions and Answers

1. Which Excel function would you use to find the highest value in a range of cells?

- A) SUM
- B) MAX
- C) AVERAGE
- D) COUNT

2. What is the correct syntax for a VLOOKUP function?

- A) =VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)
- B) =VLOOKUP(table_array, lookup_value, col_index_num, range_lookup)
- C) =VLOOKUP(col_index_num, table_array, lookup_value, range_lookup)
- D) =VLOOKUP(range_lookup, lookup_value, table_array, col_index_num)

3. Which keyboard shortcut creates an absolute cell reference in Excel?

- A) Ctrl + A
- B) F2
- C) F4
- D) Alt + F4

4. What does the IF function syntax =IF(A1>10,"High","Low") accomplish?

- A) Returns "High" if A1 is greater than 10, otherwise returns "Low"
- B) Returns "Low" if A1 is greater than 10, otherwise returns "High"
- C) Always returns "High"
- D) Calculates the difference between A1 and 10

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

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