



INSTRUCTIONS TO THE CANDIDATES

1. Answer all the **fifty** questions, each question carries one mark.
2. Use only **Black ball point pen** for writing / darkening the circles.
3. **For each question, after selecting your answer, darken the appropriate circle corresponding to the same question number on the OMR sheet.**
4. Darkening two circles for the same question makes the answer invalid.
5. **Damaging/overwriting, using whiteners** on the **OMR** sheets are strictly prohibited.

1. In one workbook, you can add _____ separate sheets.
a) 200 b) 300 c) 255 d) 355
2. What is the shortcut key to go the he Home tab in Microsoft excel?
a) Alt + D b) Alt + Q c) Alt + H d) Alt + N
3. In the formula, which symbol specifies the fixed columns or rows?
a) \$ b) * c) % d) ;
4. In this type of chart, the data is plotted into the concentric circles that is irregular.
a) Radar chart b) Stacked chart c) Scatter chart d) Doughnut chart
5. You can use the formula palette to
a) Format cell containing numbers b) Create and edit formula containing functions
c) Enter assumptions data d) Copy a range of cells
6. On a worksheet, we can specify a column width of 0 to 255 and a row height of?
a) 0 to 123 b) 0 to 90 c) 0 to 611 d) 0 to 409
7. Which of the following is not a valid function in MS Excel?
a) SUM () b) COUNT () c) SUBTRACT () d) COUNTA ()
8. Which of the following chart types is used to display trends over time?
a) Line Chart b) Bar Chart c) Pie Chart d) Scatter Chart
9. Which of the following Charts type is used to compare values across different categories?
a) Line Chart b) Bar Chart c) Pie Chart d) Scatter Chart
10. _____ is Microsoft Excel always begins with an equal to (=) sign.
a) Numbers b) Formulae c) Text d) Tables

11. What happens when you select a cell in MS Excel and type “=B25”?
a) The selected cell with show “=B24” b) The selected cell will show an error
c) The selected cell will show the value that is contained in cell B25
d) The selected cell will be blank.
12. Which of the following is NOT a feature of VBA?
a) OOP b) Dynamic type
c) Debugging tools d) Conditional Formatting
13. Which is a macro in VBA?
a) a type of variable b) a set of instruction to automate a task
c) a data structure d) a loop
14. Which of the following is the correct syntax for a function in VBA?
a) Function_Name () b) Function Name () c) Function_Name () d) Function Name
15. Which of the following is NOT a VBA operator?
a) + b) * c) % d) &
16. What is an array in VBA?
a) a loop structure
b) a data structure that stores a collection of values
c) a control structure d) a type of variable
17. What is user – defined function in VBA?
a) a function used by the user b) a function defined by Microsoft
c) a function that is pre – defined in VBA d) a function that is used for debugging
18. What is the purpose of the Right function in VBA?
a) to return a specified number of characters from the left side of a string
b) to return a specified character from a string
c) to return a specified number of characters from the right side of a string
d) to convert a string to lowercase.
19. Which of the following is used to define a variable in VBA?
a) Dim b) Set c) Private d) Public
20. Which of the following is not a built – in VBA function?
a) Left b) Mid c) Right d) Set
21. Which of the following is the correct syntax for a while – do loop in VBA?
a) While condition Do statement loop b) While condition statement Do loop
c) While statement Do condition loop d) While statement Do loop condition
22. What is the purpose of Option Explicit in VBA?
a) to force the declaration of all variables b) to enable debugging mole
c) to define a function d) to format cells
23. _____ will pass a copy of the variable to the sub or function.
a) By Ref b) ByVar c) ByVal d) By Cpy

24. What are the debugging tools available in VBA Editor?
a) Stepping over b) Stepping out c) Debug print d) All of these
25. _____ returns a value after performing its specific task.
a) Function procedure b) Sub block c) Sub procedure d) Structure
26. Between the function's _____ and _____ you enter the instructions to process when the function is invoked.
a) Parameters and arguments b) Call and return
c) Header and footer d) Return type and function name
27. Which of the following is the correct syntax for declaring an array in VBA?
a) Dim arrName [] As datatype b) Dim arrName (10) As datatype
c) Dim arrName As data Type (10) d) Dim arr Name as datatype []
28. Which of the following is not a VBA data type?
a) String b) Boolean c) Character d) Integer
29. Which VBA function compares given strings and return - 1 if the first string is smaller than the second string, return 0 if both are equal and 1 if the first string is greater than second string?
a) strcmp b) strcmp c) compare d) scmp
30. How long the following loop runs? For (X = 0 ; X = 3 ; X++)
a) three times b) four times c) forever d) never
31. A switch statement is used to
a) to use switching variable b) switch between function in a program
c) to choose from multiple possibilities which may arise due to different values of a single variable
d) All of these
32. Which of the following is the correct syntax to save a workbook in VBA?
a) Workbook . Save b) Workbooks . Save
c) ActiveWorkbook . Save d) This Workbook . Save
33. Which of the following is the correct syntax to refer to a range of cells in VBA?
a) Range ("A1 : B10") b) Cells ("A1 : B10")
c) SUM ("A1 : B10") d) ROW ("A1 : B10")
34. Which of the following is the correct syntax to protect a work sheet in VBA?
a) Sheet1 . Protect b) Protect . Sheet1 c) Protect Sheet1 d) Sheet1 Protect
35. What does the VLOOKUP function do?
a) Looks up text that contain V
b) Checks whether text is the same in one cell as in the next
c) Find related records d) All of these
36. What does Match function do?
a) Searches for a specified value b) Returns the relative position of that value
c) Both (a) & (b) d) None of these

37. In what situation, install function returns NULL?
a) When the name to be defined is already present in the table
b) Whenever a new name is added to the table
c) When there is no memory for adding new name d) All of these
38. _____ method on windows forms public object methods, get the child control that is located at the specified co-ordinates.
a) Get Next Control b) get Child Control c) get Child Point d) GetChildAtpoint
39. Which function is responsible for recording the name 'S' and the replacement text "t" in a table?
a) install (s , t) : b) fix (s , t) ; c) setup (s , t) ; d) settle (s , t) ;
40. Which function is responsible for searching in a table? (For # define IN 1, the name IN and replacement text 1 are stored in a "table").
a) findout (s) ; b) lookup (s) ; c) find (s) ; d) look for (s) ;
41. Xlwt is Python library that makes it easy to call Python from Excel. State whether the statement is true or false.
a) True b) False
42. The hierarchical order of four main object types is Xlwt are
a) Book , Range , Sheet and App b) App , Book , Sheet and Range
c) Range , Book , App and Sheet d) Sheet , App , Sheet and Range
43. _____ is a Python library that provides various methods to interact with Excel files using Python.
a) Openxl b) Openpyt c) Openpyxl d) None of these
44. To read an Excel file, you have to open the spreadsheet using the _____ method.
a) load_workbook () b) open_workbook ()
c) open_worksheet () d) All of these
45. Which of the following module is import for handling excel files in Python?
a) openpyxl b) matplotlib c) pyplot d) sqlite3
46. Which of the function is used in python to skip a row in CSV files?
a) next () b) skip () c) jump () d) goto ()
47. The function to fetch the value from middle of the dataframe
a) loc () b) iloc () c) tell () d) Both (a) & (b)
48. Which function of pandas is used to read data from CSV file in Python?
a) read_csv () b) read.csv () c) readcsv () d) csv.read
49. Pandas is an open_source _____ library.
a) Ruby b) Java c) Python d) Javascript
50. Numpy is an open source _____ library.
a) Ruby b) Java c) Python d) Javascript