

Excel Certification Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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SAMPLE

Questions

SAMPLE

- 1. What is the shortcut for copying selected cells?**
 - A. Ctrl + X**
 - B. Ctrl + C**
 - C. Ctrl + V**
 - D. Ctrl + Z**

- 2. How can you apply a custom filter to a dataset?**
 - A. Click on the filter drop-down in the column header and select "Sort"**
 - B. Click on the filter drop-down in the column header and select "Number Filters" or "Text Filters"**
 - C. Select the "Custom Filter" option from the Data tab**
 - D. Right-click the column header and select "Filter Options"**

- 3. Which process is used to create different charts in Excel?**
 - A. Select the table, then use the Ribbon to select a chart**
 - B. Right-click the table and choose "Insert Chart"**
 - C. Use a chart template from the File menu**
 - D. Insert a chart directly from the Help menu**

- 4. What is the primary use of the AVERAGE function in Excel?**
 - A. To count the number of cells**
 - B. To sum all values in a range**
 - C. To find the average of a set of numbers**
 - D. To find the minimum value in a set**

- 5. What is the first step to move a chart to a new sheet in Excel?**
 - A. Select the chart and copy it**
 - B. Open the chart tools and select "Move Chart"**
 - C. Change the data source of the chart**
 - D. Resize the chart to fit the sheet**

- 6. Which option in Excel is used to alter the scaling of a page for printing?**
- A. File > Scaling**
 - B. Page Layout > Scale**
 - C. Page Layout > Size**
 - D. File > Print > Page Setup**
- 7. Which function is used to find the average of a series of numbers?**
- A. AVG()**
 - B. MEAN()**
 - C. AVERAGE()**
 - D. SUM()/COUNT()**
- 8. What keyboard shortcut can be used to insert a column between existing columns?**
- A. SHIFT key**
 - B. ALT key**
 - C. CTRL key**
 - D. FN key**
- 9. What is the default file extension for an Excel workbook?**
- A. .xlsx**
 - B. .xls**
 - C. .docx**
 - D. .pptx**
- 10. Which of the following is correct regarding the SUMIF function?**
- A. It requires a specified range, criteria, and optional additional range**
 - B. It can only sum cells with numeric values**
 - C. It averages a range based on criteria**
 - D. It counts the number of times criteria is met in the range**

Answers

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- 1. B**
- 2. B**
- 3. A**
- 4. C**
- 5. B**
- 6. D**
- 7. C**
- 8. C**
- 9. A**
- 10. A**

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Explanations

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1. What is the shortcut for copying selected cells?

- A. Ctrl + X
- B. Ctrl + C**
- C. Ctrl + V
- D. Ctrl + Z

The shortcut for copying selected cells in Excel is Ctrl + C. This command allows users to duplicate the selected content without removing it from the original location. When you press this key combination, Excel adds the selected data to the clipboard, enabling you to paste it elsewhere using the paste command (usually Ctrl + V). This functionality is essential for efficient data handling, allowing users to replicate information across different cells or worksheets without having to re-enter it manually. Copying data is a fundamental operation in Excel that enhances productivity by saving time in data management and manipulation tasks.

2. How can you apply a custom filter to a dataset?

- A. Click on the filter drop-down in the column header and select "Sort"
- B. Click on the filter drop-down in the column header and select "Number Filters" or "Text Filters"**
- C. Select the "Custom Filter" option from the Data tab
- D. Right-click the column header and select "Filter Options"

Applying a custom filter to a dataset primarily involves utilizing the filter functionality available in Excel's column headers. When you click on the filter drop-down in the column header, you have direct access to options that allow for more specific filtering criteria. By selecting "Number Filters" or "Text Filters," you can create tailored filters based on various conditions, such as greater than, less than, contains, or equals. This approach provides flexibility and precision when analyzing data. Depending on your dataset's content, you might need to filter based on numbers or text strings, and these specific categories allow for nuanced control over the filtering process. This capability is essential for effective data analysis, enabling users to focus on the most relevant information in their datasets.

3. Which process is used to create different charts in Excel?

A. Select the table, then use the Ribbon to select a chart

B. Right-click the table and choose "Insert Chart"

C. Use a chart template from the File menu

D. Insert a chart directly from the Help menu

To create different charts in Excel, selecting the table and then utilizing the Ribbon to choose a chart is the appropriate method. The Ribbon is the primary interface in Excel that houses various tools and features, including chart options. Once you select the data you want to represent visually, you can easily access the Chart section of the Ribbon to explore various chart types like bar, line, pie, and more. This method is not only straightforward but also integrates well with the overall user interface, allowing for quick adjustments and customization. In contrast, the other processes mentioned are less standard or may not exist as described. Right-clicking to choose "Insert Chart" may not always lead you to the entire selection of chart options and can depend heavily on the context of what is selected. Using a chart template from the File menu is more specialized and limits the creation to pre-defined designs rather than allowing for fresh chart creation based on current data. Similarly, attempting to insert a chart directly from the Help menu is not feasible, as the Help menu is designed for guidance rather than functional commands related to chart creation. This highlights why utilizing the Ribbon is the most effective and widely used strategy for creating charts in Excel.

4. What is the primary use of the AVERAGE function in Excel?

A. To count the number of cells

B. To sum all values in a range

C. To find the average of a set of numbers

D. To find the minimum value in a set

The AVERAGE function in Excel is specifically designed to calculate the mean of a set of numbers. When you apply this function to a range of cells, it adds all the numerical values within that range and then divides the sum by the count of those values. This is particularly useful in analyzing data to understand central tendency, allowing users to derive meaningful insights from data sets, such as performance metrics, survey results, or financial figures. The other options, while related to data analysis in Excel, serve different purposes. Counting the number of cells, summing values, and finding minimum values utilize different functions: COUNT, SUM, and MIN, respectively. Each of these functions has its distinct use cases and is valuable in data analysis, but the AVERAGE function distinctly focuses on calculating the mean of a set, making it essential for tasks where understanding the overall trend or strength of a dataset is necessary.

5. What is the first step to move a chart to a new sheet in Excel?

- A. Select the chart and copy it**
- B. Open the chart tools and select "Move Chart"**
- C. Change the data source of the chart**
- D. Resize the chart to fit the sheet**

To move a chart to a new sheet in Excel, the first step is to access the chart tools and select the "Move Chart" option. This functionality is specifically designed to facilitate the process of relocating a chart from its current embedded location within a worksheet to a new, separate sheet dedicated solely to that chart. When you choose "Move Chart," a dialog box typically appears, allowing you to either place the chart in a new chart sheet or an existing one. This process ensures that the chart retains its formatting, data connections, and interactivity, which would not be preserved if you merely copied the chart or altered its data source. Other methods, such as copying the chart, changing its data source, or resizing it, do not serve the purpose of moving the chart to a different sheet. They may involve chart management but are not the first steps in relocating a chart effectively.

6. Which option in Excel is used to alter the scaling of a page for printing?

- A. File > Scaling**
- B. Page Layout > Scale**
- C. Page Layout > Size**
- D. File > Print > Page Setup**

The option utilized to alter the scaling of a page for printing in Excel is found under the "File" menu, specifically in the "Print" section, through "Page Setup." This feature allows users to manage how their data is formatted to fit on a printed page. By accessing Page Setup, you can adjust the scaling options, such as choosing to fit the selected content onto one page or scaling to a specific percentage. This control is crucial when preparing documents for print, ensuring that all information fits properly and is easily readable, which enhances both the aesthetics and functionality of the printed output. The scaling settings available here help to optimize the arrangement of elements on a page, especially for larger datasets that may not otherwise fit within standard page dimensions. Other choices relate to different functionalities in Excel that do not specifically address the alteration of printing scaling.

7. Which function is used to find the average of a series of numbers?

- A. AVG()**
- B. MEAN()**
- C. AVERAGE()**
- D. SUM()/COUNT()**

The function used to find the average of a series of numbers in Excel is AVERAGE(). This function calculates the mean by summing all the numbers in a specified range and then dividing that total by the count of the numbers. Its syntax is straightforward, making it easy to use when analyzing data. For example, if you have a range of cells containing numbers, you can simply use AVERAGE(range) to get the numerical average. This function is widely used in various analyses and reporting tasks, such as calculating average sales, scores, or any other numeric information where finding a central tendency is necessary. Other options like AVG() and MEAN() are not valid Excel functions and will result in errors if you try to use them in a formula. While the option of SUM()/COUNT() involves manually adding all the numbers in a range and then dividing by how many numbers there are, it is more cumbersome and less efficient than directly using the AVERAGE() function, which automates this process.

8. What keyboard shortcut can be used to insert a column between existing columns?

- A. SHIFT key**
- B. ALT key**
- C. CTRL key**
- D. FN key**

To insert a column between existing columns in Excel, the keyboard shortcut involves using the CTRL key alongside the plus sign (+). When you select an entire column (or columns) and press CTRL and the plus key, Excel will insert a new column to the left of the selected column. This functionality allows users to easily expand their data layout without disrupting existing information. The other keys listed, such as the SHIFT, ALT, and FN keys, do not have direct functions for inserting columns within Excel in this context. The SHIFT key is often used for selecting ranges of cells, the ALT key may access the ribbon shortcuts or other menus, and the FN key typically interacts with function keys on laptops, but does not play a role in inserting columns directly. Therefore, using the CTRL key is the appropriate method for this action.

9. What is the default file extension for an Excel workbook?

- A. .xlsx**
- B. .xls**
- C. .docx**
- D. .pptx**

The default file extension for an Excel workbook is .xlsx. This extension was introduced with Excel 2007 and is part of the Office Open XML format. It is designed to allow greater data management and storage efficiency, as well as improved accessibility across different platforms. The .xlsx format supports features such as larger file sizes, increased rows and columns, and the ability to include more complex data types and structures than previous versions. In contrast, .xls was used by earlier versions of Excel prior to 2007, which is less efficient and has limitations on data capacity. The .docx extension is associated with Microsoft Word documents, while .pptx is used for PowerPoint presentations. Hence, these do not pertain to Excel workbooks, confirming that the .xlsx extension is indeed the correct answer.

10. Which of the following is correct regarding the SUMIF function?

- A. It requires a specified range, criteria, and optional additional range**
- B. It can only sum cells with numeric values**
- C. It averages a range based on criteria**
- D. It counts the number of times criteria is met in the range**

The SUMIF function is specifically designed to sum values based on a given condition or criteria. For the function to work properly, it does indeed require three main components: 1. A specified range, which is the area containing the cells you want to evaluate against the criteria. 2. Criteria, which is the condition that must be met for the corresponding values in the specified range to be included in the sum. 3. An optional additional range, which is used if the values to be summed are located in a different range than the one being evaluated. This combination of parameters allows SUMIF to efficiently sum cells that meet specific conditions, making it a powerful tool for data analysis. The other choices misstate the function's purpose or capability, such as limiting it to numeric values only, confusing it with an averaging function, or misrepresenting its capability to count occurrences rather than sum them. This highlights the critical components that make the SUMIF function effective and versatile for summing data based on defined criteria.