

Answers to Excel Sample Questions

Here are the answers to the free sample questions appearing on [this page](#).

Please note that every question might have several ways to solving them. In this guide only one of these ways will be demonstrated. For more information and practice questions we recommend you buy our CEB's [SHL Excel Preparation Pack](#).

In the first part – Questions in the Style of the Interactive Test, the questions appear in black while the answers below them appear in red. Each explanation is accompanied by screenshots indicating where and how the commands should be performed. Within the explanations you will find numbers in brackets, these correspond to numbers in the screenshots indicating where each part of the explanation should be done in Excel.

Good luck!

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Job Test Prep

Questions in the style of the Interactive Test

Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)
Missam	SLX	Buisness	Missam SLX	2014	55.00
Dubaru	Double	Van		2015	60.00
Tia	Jet	Van		2013	76.00
ZMV	Cruise	Compact		2016	75.00
Fonda	Life	Compact		2015	60.00

Basic Level Questions:

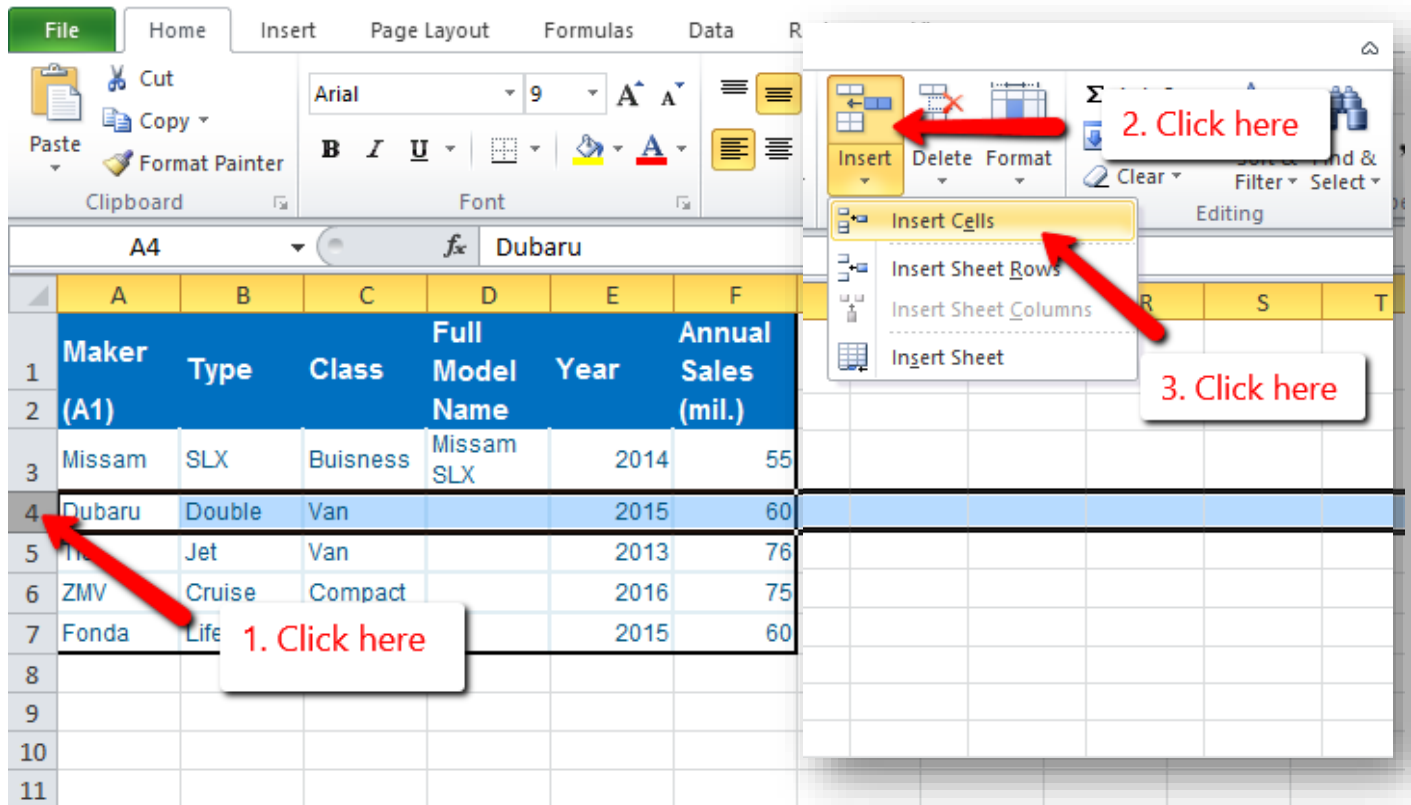
1. Align the Text to the right.
 - a) Click on cell A1 (1), hold down shift and click on cell F7 to select the entire table (2).
 - b) Under Home tab, click on the "Align Text Right" button (3).

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, and Alignment. The Alignment group contains the 'Align Text Right' button, which is highlighted with a red arrow and a callout box labeled '3. Click here'. The spreadsheet below shows a table with columns A through F. Cell A1 is highlighted with a red arrow and a callout box labeled '1. Click here'. A black selection box covers the entire table from A1 to F7, with a red arrow pointing to it from a callout box labeled '2. Hold shift and click here'. The table data is as follows:

Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)
Missam	SLX	Buisness	Missam SLX	2014	55
Dubaru	Double	Van		2015	60
Tia	Jet	Van		2013	76
ZMV	Cruise	Compact		2016	75
Fonda	Life	Compact		2015	60

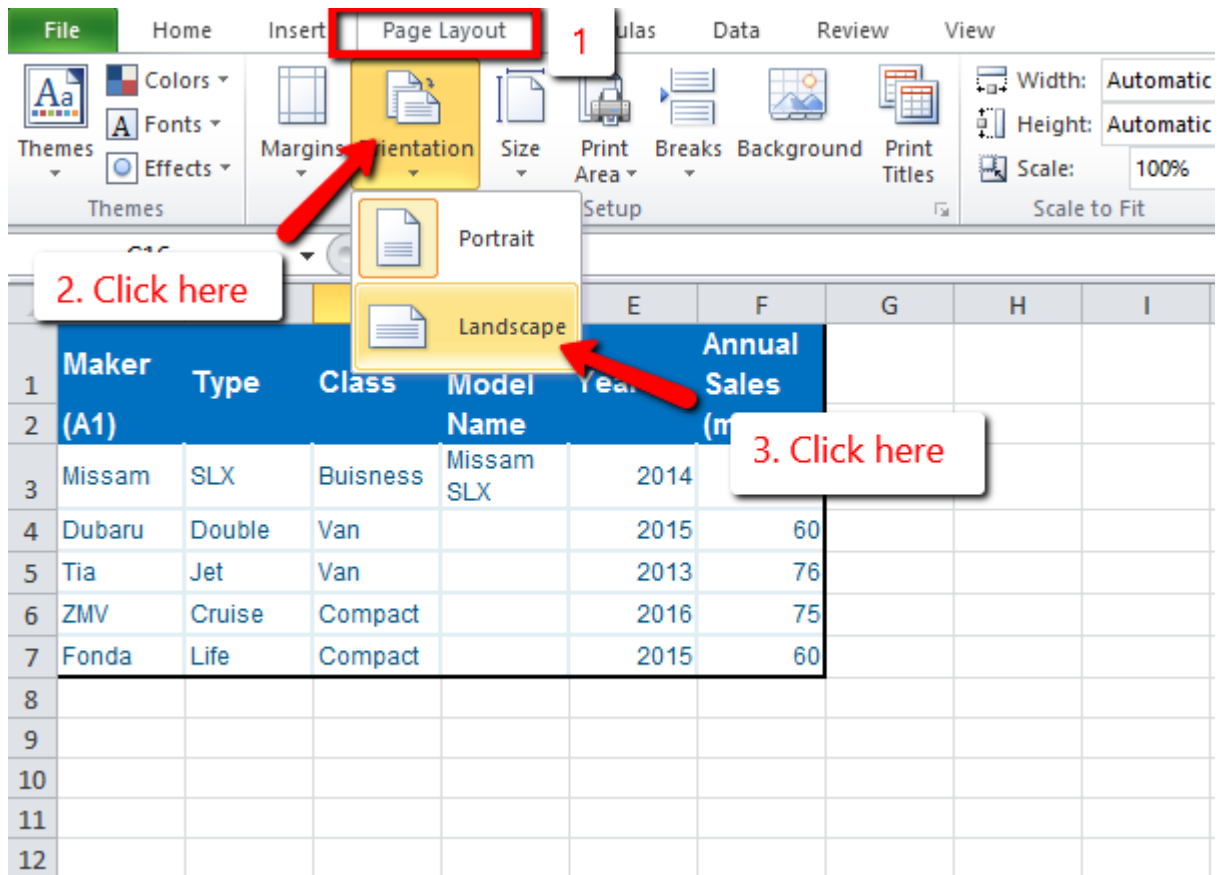
2. Insert a new row between Missam and Dubaru.

- a) Click on the number of the row that above it you want to insert the new row (1).
- b) Under Home tab, under Cells group, click on Insert (2).
- c) In the opened menu click on Insert Cells (3).



3. Change the Page Orientation to Landscape.

- a) Click on the Page Layout tab (1).
- b) Under Page Setup group, click on Orientation (2).
- c) In the opened menu, click on Landscape (3).



Intermediate-Advanced Level Questions:

1. Highlight every cell with Annual Sales over 70 (mil. \$).
 - a) Click on cell F3, hold down Shift and click on cell F7 to select all cells under Sales (1 & 2).
 - b) In Home tab under Styles group, Click on Conditional Formatting (3).
 - c) In the opened menu move the mouse cursor over Highlight Cells Rules and click on Greater Than... (4 & 5)
 - d) In the opened dialog box enter 70 under Format cells that are Greater Than: (6)
 - e) Click OK (7).

The screenshot illustrates the process of applying conditional formatting in Excel. The 'Home' tab is active, and the 'Conditional Formatting' menu is open. The 'Highlight Cells Rules' > 'Greater Than...' path is followed. The 'Greater Than' dialog box is shown with '70' entered and the 'OK' button highlighted.

	A	B	C	D	E	F
1	Maker	Type	Class	Full Model Name	Year	Annual Sales (mil.)
2	(A1)					
3	Missam	SLX	Ruisness	Missam	2014	55
4	Dubaru	Double			2015	60
5	Tia	Jet	Van		2013	76
6	ZMV	Cruise	Compact		2016	75
7	Fonda	Life			2015	60
8						
9						
10						
11						
12						
13						

Greater Than

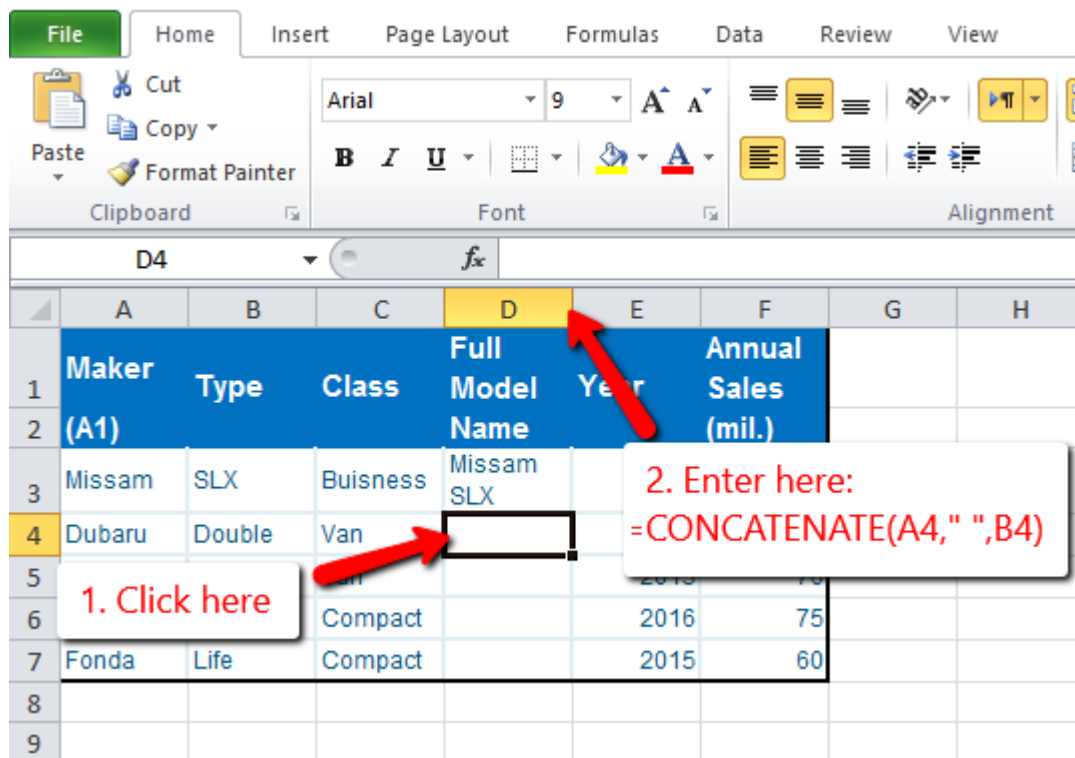
Format cells that are GREATER THAN:

70 with Light Red Fill with Dark Red Text

OK

2. Under "Full Model Name", in cell D4, write a function that combines the "Maker" and the "Type" (like in cell D3).

- 1) Click on cell D4 (1).
- 2) In the Formula Bar write: =CONCATENATE(A4," ",B4). Notice the space added in the formula between the two cells (2).
- 3) Click Enter (3).



3. Create a PivotTable for Annual Sales per Year.

- 1) Click on cell A1. Hold shift and click on Cell F7 to select the entire table (1+2).
- 2) In Insert tab, under Tables Group, click on PivotTable (3).
- 3) In the open dialog box don't change anything, and click OK. A new Spreadsheet will be opened (4).

The screenshot shows the Excel interface with the 'Insert' tab selected. The 'Tables' group contains the 'PivotTable' button, which is highlighted by a red arrow and labeled '3. Click here'. Below the ribbon, a table of car data is displayed with the following columns: Maker, Type, Class, Full Model Name, Year, and Annual Sales (mil.). A red arrow points to cell A1, labeled '1. Click here'. Another red arrow points to cell F7, labeled '2. Hold shift and Click here'. A 'Create PivotTable' dialog box is open, showing 'Table/Range: Sheet1!\$A\$1:\$F\$7' and 'New Worksheet' selected. A red arrow points to the 'OK' button, labeled '4. Click OK'.

	A	B	C	D	E	F
1	Maker	Type	Class	Full Model Name	Year	Annual Sales (mil.)
2	(A1)					
3	Missam	SE		Missam	2014	55
4	Dubaru	Double	Van		2015	60
5	Tia	Jet			2013	76
6	ZMV	Cruis			2016	75
7	Fonda	Life			2015	60

- 4) Under PivotTable Field list click and drag 'Year' to Row Labels (5).
- 5) Drag 'Annual Sales' to Values (6).
- 6) Under Values click on the newly appeared entry. In the opened menu click on Value Field Settings... (7)
- 7) In the opened dialog box click on Sum (8) and then click OK (9).

The screenshot displays the Microsoft Excel interface with a PivotTable Field List task pane on the right and a Value Field Settings dialog box open in the foreground. The task pane shows the 'Choose fields to add to report:' section with 'Year' and 'Annual Sales (mil.)' listed. Below this, the 'Drag fields between areas below:' section shows 'Year' assigned to 'Row Labels' and 'Annual Sales (mil.)' assigned to 'Values'. The 'Values' area has a dropdown menu open, showing 'Count of Annual Sales (mil.)' selected. The Value Field Settings dialog box is open, showing 'Source Name: Annual Sales (mil.)' and 'Custom Name: Sum of Annual Sales (mil.)'. The 'Summarize Values By' section has a dropdown menu open with 'Sum' selected. The 'OK' button is highlighted with a red box. Red arrows and callout boxes provide numbered instructions: 5. Drag Year to "Row Labels", 6. Drag Annual Sales to "Values", 7. Click here and choose "Value Field Settings", 8. Click here, and 9. Click OK.

Questions in the style of the Multiple Choice Questions Test

Basic Level Questions:

I) How would you select non-contiguous cells?

- a. Hold Ctrl → left-click on each cell
- b. Hold Shift → left-click on each cell
- c. Right-click on each cell
- d. Hold Alt → left-click on each cell

II) Which of the following commands doesn't affect the text font?

- a. Bold
- b. Underline
- c. Borders
- d. Italics

III) How should the following formula be written: Multiply Cell A1 by 6, and divide that by 4?

- a. =A1X6/4
- b. =A1X6%4
- c. =A1*6/4
- d. =A1*6%4

Intermediate-Advanced Level Questions:

I) Fill Handle will generate content based on the following:

- a. Mathematical Series
- b. Alignment Pattern
- c. Design Pattern
- d. All of the Above

II) The “Save As” command will NOT allow you to...

- a. Save as a PDF
- b. Save as a template
- c. Save as a Word document
- d. Save at a specific location

III) The Conditional Formatting feature is used to:

- a. Set the default cell format
- b. Format conditional statements
- c. Format cells conditional on the text size
- d. Change the style of cells meeting a condition