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30	A	B	C	D	E
31	A	B	C	D	E
32	A	B	C	D	E
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35	A	B	C	D	E
36	A	B	C	D	E
37	A	B	C	D	E
38	A	B	C	D	E
39	A	B	C	D	E

PRACTICE QUESTIONS

Isograd – TOSA Certification

XLSEN

Tosa Excel 365 (EN)

EDITION

Demo

QUESTIONS

9

FORMAT

Limited Edition PDF

Before you begin

What this is

9 practice questions for Isograd – TOSA Certification **XLSEN**, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, **XLSEN**
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

QUESTION 1

MULTIPLE CHOICE

Which two methods can be used to add a total row to a table in Microsoft Excel 365? (Choose two.)

- ☒ **A** Enable the Total Row option in the Table Design contextual tab
- ☐ **B** Select the table and choose Insert > PivotTable
- ☐ **C** Type the SUM function in a cell below the last data row
- ☒ **D** Use the Quick Analysis tool to insert a calculated total row

ANSWER A - D

WHY Excel can add a calculated Total Row through the Total Row control on the Table Design tab or by using the Quick Analysis tool on the selected table. The other methods do not specifically add a table Total Row.

QUESTION 2

MULTIPLE CHOICE

Which two chart elements can you add or modify when formatting an existing chart in Microsoft Excel 365? (Choose two.)

- ☒ **A** Chart title
- ☒ **B** Data table
- ☐ **C** Worksheet background color
- ☐ **D** Cell border style

ANSWER A - B

WHY Chart titles and data tables are chart elements that can be added or formatted. Worksheet backgrounds and cell borders are worksheet formatting features, not chart elements.

QUESTION 3

SINGLE CHOICE

In Microsoft Excel 365, which feature removes duplicate rows from a selected range or table while keeping one occurrence of each duplicate value?

- ☐ A Data Validation
- ☒ B Remove Duplicates
- ☐ C Flash Fill
- ☐ D Text to Columns

ANSWER B

WHY The Remove Duplicates command permanently removes repeated values from a selected range or table, leaving one occurrence of each unique value.

QUESTION 4

SINGLE CHOICE

Which keyboard shortcut applies the General number format to selected cells in Microsoft Excel 365?

- ☐ A Ctrl + Shift + \$
- ☐ B Ctrl + Shift + %
- ☒ C Ctrl + Shift + !
- ☐ D Ctrl + Shift + ^

ANSWER C

WHY Ctrl + Shift + ! applies the Number format with two decimal places in Excel. Ctrl + Shift + \$ applies Currency, Ctrl + Shift + % applies Percentage, and Ctrl + Shift + ^ applies Scientific notation.

QUESTION 5

SINGLE CHOICE

Which function returns the number of cells containing numeric values in a range in Microsoft Excel 365?

- ☐ A COUNTA
- ☒ B COUNT
- ☐ C COUNTBLANK
- ☐ D COUNTIF

ANSWER B

WHY COUNT counts cells that contain numbers. COUNTA counts nonblank cells, COUNTBLANK counts empty cells, and COUNTIF counts cells matching a specified criterion.

QUESTION 6

SINGLE CHOICE

Which function in Microsoft Excel 365 combines the text from multiple ranges, inserting a separator between the combined text values?

- ☐ A CONCAT
- ☒ B TEXTJOIN
- ☐ C SUBSTITUTE
- ☐ D TRIM

ANSWER B

WHY TEXTJOIN combines text from multiple ranges or strings and places a specified separator between the values. CONCAT also combines values but does not provide the same separator argument.

QUESTION 7

SINGLE CHOICE

What happens when you apply an AutoFilter to a range in Microsoft Excel 365?

- ☐ A Only the cells containing formulas are hidden
- ☒ B Filter controls are added to the header cells so the data can be sorted or filtered
- ☐ C The data is converted into a PivotTable
- ☐ D Duplicate values are automatically removed

ANSWER B

WHY AutoFilter adds filter controls to the header row of a selected range, allowing users to sort the data and display only rows that meet selected criteria.

QUESTION 8

SINGLE CHOICE

Which chart type is best suited to showing how individual parts contribute to a whole in Microsoft Excel 365?

- ☐ A Line chart
- ☒ B Pie chart
- ☐ C Scatter chart
- ☐ D Column chart

ANSWER B

WHY A pie chart displays the proportional contribution of categories to a whole. Line and column charts are commonly used for comparisons or trends, while a scatter chart shows the relationship between two numeric variables.

QUESTION 9

SINGLE CHOICE

Which command freezes the selected row or column so it remains visible while scrolling through a worksheet in Microsoft Excel 365?

- ☐ A Split Panes
- ☒ B Freeze Panes
- ☐ C Group
- ☐ D Hide

ANSWER B

WHY Freeze Panes keeps selected rows or columns visible while the rest of the worksheet scrolls. The exact rows and columns frozen depend on the active cell selection when the command is applied.