

01	A	B	C	D	E
02	A	B	C	D	E
03	A	B	C	D	E
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25	A	B	C	D	E
26	A	B	C	D	E

27	A	B	C	D	E
28	A	B	C	D	E
29	A	B	C	D	E
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

Microsoft

EXCEL-ASSOCIATE- MICROSOFT-OFFICE- SPECIALIST-PROG

Excel Associate (Microsoft Office Specialist Program)

EDITION

Demo

QUESTIONS

9

FORMAT

Limited Edition PDF

Before you begin

What this is

9 practice questions for Microsoft EXCEL-ASSOCIATE-MICROSOFT-OFFICE-SPECIALIST-PROG, 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, EXCEL-ASSOCIATE-MICROSOFT-OFFICE-SPECIALIST-PROG
- the question number
- the email address on your order

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

QUESTION 1

SINGLE CHOICE

An Excel Associate candidate needs to hide the first worksheet in a workbook so that it no longer appears as a tab at the bottom of the window, but the data must remain accessible via cell references. Which action achieves this?

- ☒ **A** Right-click the sheet tab and select Hide
- ☐ **B** Right-click the sheet tab and select Delete
- ☐ **C** On the View tab, click Freeze Panes
- ☐ **D** On the Review tab, click Protect Sheet

ANSWER A

WHY Hiding a worksheet removes the tab from view but keeps the data and references intact, which is exactly the behavior described. Delete would remove the data, Freeze Panes affects only the screen view, and Protect Sheet secures content rather than hiding the tab.

QUESTION 2

SINGLE CHOICE

Which formula uses an absolute reference so that the value in cell A2 is always multiplied by the value in cell B1, even when the formula is copied to other cells?

- ☐ **A** =A2*B1
- ☒ **B** =A2*\$B\$1
- ☐ **C** =\$A2*B\$1
- ☐ **D** =\$A\$2*\$B\$1

ANSWER B

WHY The dollar signs lock both the column (B) and the row (1), making B1 an absolute reference that does not change when the formula is copied. \$A\$2 would lock the wrong cell, and \$A2 / B\$1 lock only one dimension each.

QUESTION 3

MULTIPLE CHOICE

Which two of the following functions return a single numeric value from a range of cells? (Choose two.)

- ☒ **A SUM**
- ☒ **B AVERAGE**
- ☐ C IF
- ☐ D VLOOKUP
- ☐ E XLOOKUP

ANSWER A - B

WHY SUM returns the total of a range and AVERAGE returns the arithmetic mean, both single numeric values over a range. IF returns a single value but based on a logical test rather than summarizing a range, and VLOOKUP and XLOOKUP look up and return a value from another location rather than calculating it from a range.

QUESTION 4

SINGLE CHOICE

An Excel user needs to change every occurrence of the word 'Invoice' to 'Statement' across all sheets in the current workbook in a single operation. Which path in the Excel UI accomplishes this?

- ☐ A On the Home tab, click Find & Select > Replace, set Within to 'Sheet', and replace
- ☒ **B On the Home tab, click Find & Select > Replace, set Within to 'Workbook', and replace**
- ☐ C On the Data tab, click Flash Fill and type the new word
- ☐ D On the Review tab, click Thesaurus to change each occurrence

ANSWER B

WHY Find & Replace has a 'Within' option that lets the user choose between the current sheet or the entire workbook. Choosing 'Workbook' replaces the text across every sheet at once. The other options are limited to one sheet or do not perform a replace operation.

QUESTION 5

SINGLE CHOICE

A cell currently displays the underlying value 0.85 and the user wants it to appear as a percentage with one decimal place (85.0%). Which format should be applied?

- ☐ A Currency
- ☐ B Accounting
- ☒ C Percentage with 1 decimal place
- ☐ D Scientific with 1 decimal place

ANSWER C

WHY Applying the Percentage format multiplies the value by 100 and adds a percent sign, so 0.85 displays as 85%. Selecting the 1-decimal-place variant produces 85.0%. Currency, Accounting, and Scientific would display the value differently and not as a percentage.

QUESTION 6

SINGLE CHOICE

A user wants to apply a predefined Excel style that highlights totals and subtotals in a column using a built-in format. Which ribbon location provides these built-in Cell Styles?

- ☒ A Home tab > Styles group > Cell Styles
- ☐ B Insert tab > Charts group > Recommended Charts
- ☐ C Page Layout tab > Themes group > Colors
- ☐ D Formulas tab > Function Library group > AutoSum

ANSWER A

WHY The Cell Styles gallery on the Home tab contains built-in styles such as Total, Subtotal, Currency, and others used to format data quickly. The other groups listed relate to charts, document themes, and function insertion, not cell styles.

QUESTION 7

SINGLE CHOICE

A user has first names in column A and last names in column B and wants to fill column C with entries like 'Smith, John' (last name, comma, first name) automatically by demonstrating the pattern in the first cell. Which feature should be used?

- ☐ A AutoSum
- ☒ B Flash Fill
- ☐ C PivotTable
- ☐ D Data Validation

ANSWER B

WHY Flash Fill recognizes a pattern from one or more example entries the user types and then fills the remaining cells in the column with the same pattern. It is designed precisely for combining or reformatting text based on a demonstrated pattern. AutoSum performs numeric aggregation, PivotTable summarizes data, and Data Validation restricts input.

QUESTION 8

SINGLE CHOICE

Which COUNT function counts only those cells in a range that contain numbers, ignoring text and empty cells?

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

ANSWER B

WHY COUNT returns the number of cells in a range that contain numeric values and ignores text and blanks. COUNTA counts non-empty cells including text, COUNTBLANK counts empty cells, and COUNTIF counts cells based on a single specified condition rather than numeric content alone.

QUESTION 9

MULTIPLE CHOICE

Which two actions can be performed from the filter drop-down arrows on an Excel Table column header? (Choose two.)

- ☒ **A** Sort the column A to Z
- ☐ **B** Apply a Currency cell format to the column
- ☒ **C** Select specific values to display
- ☐ **D** Rename the column header
- ☐ **E** Clear all filters applied to the column

ANSWER A - C

WHY From the filter drop-down, a user can sort the column (such as Sort A to Z) and can tick or untick individual values to display only the rows of interest. Applying a cell format is done from the Home tab, renaming a header is done by editing the cell, and clearing filters is done via the Sort & Filter menu or the Clear button on the Data tab rather than inside the drop-down itself.