

## PRACTICE QUESTIONS

### NCFM Pro – Data Analytics and Business Intelligence

1. Which is the correct order? **[1Mark]**
- a) Tabs, Groups, Commands
  - b) Tabs, Commands, Groups
  - c) Groups, Tabs, Commands
  - d) Commands, Groups, Tabs

**Correct Answer: Tabs, Groups, Commands**

2. Which of the following statements about columns in Excel is correct? **[1Mark]**
- a) Columns are identified by letters
  - b) Columns are identified by numbers
  - c) Columns are identified by a combination of letters and numbers
  - d) Columns are identified by symbols

**Correct Answer: Columns are identified by letters**

3. What is the difference between sorting and filtering in Excel? **[1Mark]**
- a) Sorting deletes data, while filtering keeps all data
  - b) Sorting changes cell formatting, while filtering doesn't
  - c) Sorting rearranges data, while filtering hides unwanted data
  - d) Sorting only works on text data, while filtering works on all data types

**Correct Answer: Sorting rearranges data, while filtering hides unwanted data**

4. Which one is incorrect? **[3 Marks]**
- a) =RIGHT(A1, -5)
  - b) =RIGHT(A1)
  - c) =RIGHT(A1, 2)
  - d) =RIGHT(A1, LEN(A1))

**Correct Answer: =RIGHT(A1, -5)**

5. How can you combine the IF function with OR to check for two conditions? **[2 Marks]**
- a) By using the AND function instead of OR
  - b) By separating the conditions with a comma
  - c) You cannot combine IF and OR in Excel
  - d) By nesting the OR function within the IF function's logical\_test argument

**Correct Answer: By nesting the OR function within the IF function's logical\_test argument**

6. What happens if the lookup value is not found in the table? **[2 Marks]**
- a) VLOOKUP returns an error message
  - b) VLOOKUP does not work
  - c) VLOOKUP returns a blank cell
  - d) 0

**Correct Answer: VLOOKUP returns an error message**

7. Correlation analysis measures the: **[3 Marks]**
- a) Difference between the means of two data sets
  - b) Strength and direction of a linear relationship between two variables
  - c) Variation within a single data set
  - d) Time it takes for specific events to occur

**Correct Answer: Strength and direction of a linear relationship between two variables**

8. What is a Pivot Chart in Excel? **[1 Marks]**
- a) A dynamic chart that changes as you filter Pivot Table data
  - b) A static chart based on Pivot Table data
  - c) A chart that cannot be linked to Pivot Tables
  - d) A chart used exclusively for textual data

**Correct Answer: A dynamic chart that changes as you filter Pivot Table data**

9. If the formula in cell C10 =A1 + B2, what happens when the formula is copied to cell C11? **[2 Marks]**
- a) =A2 + B3
  - b) The formula remains the same
  - c) =A1 + B3
  - d) =B1 + C2

**Correct Answer: =A2 + B3**

10. Why would you group sheets? **[1 Marks]**
- a) To simultaneously format multiple sheets
  - b) To hide individual sheets from view
  - c) To prevent accidental edits on specific sheets
  - d) To change the order of sheets within a workbook

**Correct Answer: To simultaneously format multiple sheets**

11. What is the purpose of the logical\_test argument in the IF function? **[2 Marks]**
- a) To determine if a specific condition is met
  - b) To define the cell reference for the data
  - c) To display the result if the condition is true
  - d) To specify the operation to be performed

**Correct Answer: To determine if a specific condition is met**

12. What does setting the fourth argument in VLOOKUP to TRUE achieve? **[2 Marks]**
- a) Returns the closest value less than the lookup value
  - b) Returns the exact match for the lookup value
  - c) Returns the closest value greater than the lookup value
  - d) Returns the average of all values in the lookup column

**Correct Answer: Returns the closest value less than the lookup value**

13. When using VLOOKUP between sheets, how do you specify the sheet reference for the Table\_array argument? **[2 Marks]**
- a) Use the sheet name followed by an exclamation mark (!)
  - b) Enter the sheet name directly
  - c) There is no need to specify the sheet reference
  - d) Use the cell range of the table data on the other sheet

**Correct Answer: Use the sheet name followed by an exclamation mark (!)**

14. Which tab in Excel allows you to protect a worksheet? **[2 Marks]**
- a) Review
  - b) Home
  - c) Insert
  - d) Data

**Correct Answer: Review**

15. You can access the Find and Replace dialog box by pressing: **[1 Mark]**
- a) Either Ctrl + F or Ctrl + H
  - b) Ctrl + F
  - c) Ctrl + H
  - d) Alt + H

**Correct Answer: Either Ctrl + F or Ctrl + H**

16. Regression analysis helps in: **[3 Marks]**

- a) Predicting future values based on historical data and a defined relationship
- b) Describing the central tendency of data
- c) Visualizing the distribution of data
- d) Identifying outliers in a data set

**Correct Answer: Predicting future values based on historical data and a defined relationship.**

17. Which of the following can be used as a source for Pivot Tables in Excel? **[1 Mark]**

- a) Both tables and ranges
- b) Only tables
- c) Only ranges
- d) Neither tables nor ranges

**Correct Answer: Both tables and ranges**

18. What is a macro in VBA? **[2 Marks]**

- a) A set of instructions written in VBA code to automate tasks
- b) A pre-recorded series of mouse and keyboard actions
- c) A formula used to perform calculations
- d) A built-in function in Excel

**Correct Answer: A set of instructions written in VBA code to automate tasks**

19. When working with dates in a pivot table, you can group them by various periods (e.g., months, quarters, years). How do you access this functionality? **[1 Mark]**

- a) Select the date field and choose the desired grouping option from the dropdown menu
- b) Right-click on a date field and select "Group"
- c) Use the "GROUPBY" function in the formula bar
- d) Click on the "Group" button in the PivotTable Analyze tab

**Correct Answer: Select the date field and choose the desired grouping option from the dropdown menu**

20. Which of the following best describes a Scatter Chart in Power BI? **[2 Marks]**

- a) A chart that displays data points along a horizontal and vertical axis, where each data point represents the value of two different measures or variables
- b) A chart that displays data points in a linear manner, connecting them with lines to show trends over time

- c) A chart that organizes data points into categories or groups, allowing for easy comparison between different segments
- d) A chart that visualizes data using various shapes or symbols to represent different categories or dimensions.

**Correct Answer: A chart that displays data points along a horizontal and vertical axis, where each data point represents the value of two different measures or variables.**

21. In DAX, what does the function ALL() do? **[2 Marks]**

- a) It returns all the distinct values in a column, ignoring any filters that might have been applied to it
- b) It returns the total count of rows in a table
- c) It returns the sum of all values in a column
- d) It returns the average of all values in a column

**Correct Answer: It returns all the distinct values in a column, ignoring any filters that might have been applied to it**

22. What is a benefit of using custom tooltips in Power BI reports? **[2 Marks]**

- a) Custom tooltips allow for more interactive and informative data exploration
- b) Custom tooltips can significantly reduce report load times
- c) Custom tooltips are only accessible to report creators and cannot be viewed by end-users
- d) Custom tooltips can only be applied to visuals created from imported data sources

**Correct Answer: Custom tooltips allow for more interactive and informative data exploration**

23. Which of the following best describes the M language in Power Query? **[2 Marks]**

- a) A programming language used for creating visuals in Power BI reports
- b) A language for querying data in SQL Server databases
- c) A markup language for formatting Power BI reports
- d) A language used for defining data transformation steps in Power Query

**Correct Answer: A language used for defining data transformation steps in Power Query.**

24. Which map visualization in Power BI allows users to represent data using custom shapes or images? **[2 Marks]**

- a) Shape map
- b) Bubble map

- c) Filled map
- d) ArcGIS map

**Correct Answer: Shape map**

25. "What will be the output of the following code snippet?"

**[2 Marks]**

```
x = input("Enter a number: ")  
print(type(x))"
```

- a) str
- b) int
- c) float
- d) Depends on the input value

**Correct Answer: str**