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Chapter 4: Spreadsheet

Q1. Which of the following is a spreadsheet software?

A) MS Word
B) MS Excel
C) MS PowerPoint
D) MS Access
Answer: B) MS Excel

Q2. A spreadsheet is made up of rows and columns; their intersection is called a?

A) Sheet
B) Cell
C) Table
D) Field
Answer: B) Cell

Q3. Columns in a spreadsheet are represented by?

A) Numbers
B) Letters
C) Symbols
D) Roman Numerals
Answer: B) Letters

Q4. Rows in a spreadsheet are represented by?

A) Letters
B) Numbers
C) Symbols
D) Both A and B
Answer: B) Numbers

Q5. Every formula in Excel must begin with which symbol?

A) @
B) #
C) =
D) $
Answer: C) =

Q6. Which function is used to add a range of numbers in Excel?

A) AVERAGE
B) SUM
C) COUNT
D) MAX
Answer: B) SUM

Q7. Which function returns the largest value in a range of cells?

A) MIN
B) MAX
C) SUM
D) AVERAGE
Answer: B) MAX

Q8. Which function returns the smallest value in a range of cells?

A) MIN
B) MAX
C) SUM
D) COUNT
Answer: A) MIN

Q9. Which function calculates the average of a range of numbers?

A) SUM
B) AVERAGE
C) COUNT
D) MAX
Answer: B) AVERAGE

Q10. Which function counts the number of cells containing numbers?

A) COUNT
B) SUM
C) AVERAGE

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D) MAX

Answer: A) COUNT

Q11. Which feature automatically fills a series of data (like 1,2,3...) in Excel?

A) AutoSum
B) AutoFill
C) AutoCorrect
D) AutoFormat

Answer: B) AutoFill

Q12. Which button is used to quickly add a range of numbers with one click?

A) AutoFill
B) AutoSum
C) AutoFormat
D) AutoSave

Answer: B) AutoSum

Q13. Arranging data in ascending or descending order is called?

A) Filtering
B) Sorting
C) Formatting
D) Merging

Answer: B) Sorting

Q14. Displaying only specific data that meets certain criteria is called?

A) Sorting
B) Filtering
C) Freezing
D) AutoFill

Answer: B) Filtering

Q15. Which feature keeps certain rows/columns visible while scrolling through a large spreadsheet?

A) Freeze Panes
B) Split
C) Hide
D) AutoFit

Answer: A) Freeze Panes

Q16. Which chart type is best suited to represent proportions of a whole (percentage share)?

A) Line Chart
B) Bar Chart
C) Pie Chart
D) Column Chart

Answer: C) Pie Chart

Q17. In a cell address like B5, which part represents the column?

A) 5
B) B
C) Both
D) None

Answer: B) B

Q18. The default file extension for an Excel workbook is?

A) .docx
B) .xlsx
C) .pptx
D) .txt

Answer: B) .xlsx

Q19. Which of the following is NOT a spreadsheet formula operator?

A) +
B) -
C) *
D) &&

Answer: D) &&

Q20. Which feature is used to copy formatting from one cell to another quickly?

A) Paste Special
B) Format Painter
C) AutoFill
D) Freeze Panes

Answer: B) Format Painter

Q21. Which of the following is used to combine text/numbers from two cells into one using a formula?

A) CONCATENATE (or &)
B) SUM
C) COUNT
D) MAX

Answer: A) CONCATENATE (or &)

Q22. A group of worksheets together is called a?

A) Workbook
B) Worksheet
C) Cell
D) Range

Answer: A) Workbook

Q23. A single spreadsheet page within a workbook is called a?

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A) Workbook
B) Worksheet
C) Range
D) Chart
Answer: B) Worksheet

Q24. A group of selected cells is called a?

A) Range
B) Workbook
C) Chart
D) Cell Reference only
Answer: A) Range

Q25. Which of the following correctly represents a range of cells from A1 to A10?

A) A1:A10
B) A1-A10
C) A1+A10
D) A1,A10
Answer: A) A1:A10

Q26. Which type of cell reference does not change when copied to another cell (e.g. A1)?

A) Relative Reference
B) Absolute Reference
C) Mixed Reference
D) Circular Reference
Answer: B) Absolute Reference

Q27. Which type of cell reference changes automatically when copied to another cell?

A) Relative Reference
B) Absolute Reference
C) Fixed Reference
D) Constant Reference
Answer: A) Relative Reference

Q28. Which shortcut key is used to insert a new worksheet in Excel?

A) Shift + F11
B) Ctrl + F11
C) Alt + F11
D) F11
Answer: A) Shift + F11

Q29. Which of the following is used to insert a chart into a spreadsheet?

A) Insert > Chart
B) Insert > Table
C) Insert > Header
D) Insert > Function
Answer: A) Insert > Chart

Q30. Which chart type is best suited to show trends over time?

A) Pie Chart
B) Line Chart
C) Doughnut Chart
D) Radar Chart
Answer: B) Line Chart

Q31. Which chart type is best suited to compare values across categories using vertical bars?

A) Column Chart
B) Pie Chart
C) Line Chart
D) Scatter Chart
Answer: A) Column Chart

Q32. Which of the following is used to lock a cell so that its content cannot be edited?

A) Protect Cell/Sheet
B) Freeze Panes
C) Sort
D) Filter
Answer: A) Protect Cell/Sheet

Q33. Which of the following feature allows resizing a column to fit its content automatically?

A) AutoFit
B) AutoSum
C) AutoFill
D) AutoSave
Answer: A) AutoFit

Q34. Which of the following is used to insert a new row above the selected row?

A) Right-click > Insert
B) Right-click > Delete
C) Right-click > Sort
D) Right-click > Filter
Answer: A) Right-click > Insert

Q35. Which shortcut key is used to move to cell A1 directly in Excel?

A) Ctrl + Home
B) Ctrl + End
C) Home
D) End
Answer: A) Ctrl + Home

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Q36. Which of the following functions is used to count the number of non-empty cells (including text)?

A) COUNTA
B) COUNT
C) SUM
D) AVERAGE
Answer: A) COUNTA

Q37. Which of the following is used to apply conditional formatting based on cell values?

A) Conditional Formatting
B) Format Painter
C) Freeze Panes
D) AutoFill
Answer: A) Conditional Formatting

Q38. Which of the following allows pasting only values (not formulas) from a copied cell?

A) Paste Special > Values
B) Regular Paste
C) Cut
D) AutoFill
Answer: A) Paste Special > Values

Q39. Which of the following operator is used for multiplication in an Excel formula?

A) x
B) *
C) ^
D) /
**Answer: B) **

Q40. Which of the following operator is used for division in an Excel formula?

A) \
B) /
C) %
D) *
Answer: B) /

Q41. Which of the following is used to remove duplicate values from a data range?

A) Remove Duplicates
B) Sort
C) Filter
D) Freeze Panes
Answer: A) Remove Duplicates

Q42. Which of the following feature helps set data validation rules (like allowing only numbers) in a cell?

A) Data Validation
B) Conditional Formatting
C) Freeze Panes
D) Format Painter
Answer: A) Data Validation

Q43. Which of the following allows previewing how a spreadsheet will look when printed?

A) Print Preview
B) Page Layout only
C) Freeze Panes
D) Sort
Answer: A) Print Preview

Q44. Which of the following is used to hide a column in a spreadsheet?

A) Right-click on column header > Hide
B) Delete column
C) Sort column
D) Filter column
Answer: A) Right-click on column header > Hide

Q45. Which of the following formula correctly adds values in cells A1 and A2?

A) =A1+A2
B) A1+A2
C) SUM(A1,A2)
D) =A1,A2
Answer: A) =A1+A2

Q46. Which of the following is the correct formula to find the sum of A1 to A10 using a function?

A) =SUM(A1:A10)
B) =SUM(A1-A10)
C) SUM(A1:A10)
D) =TOTAL(A1:A10)
Answer: A) =SUM(A1:A10)

Q47. Which of the following feature allows splitting text from one column into multiple columns based on a delimiter?

A) Text to Columns
B) Merge Cells
C) Freeze Panes
D) AutoFill
Answer: A) Text to Columns

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Q48. Which of the following key is used to edit the content of the currently selected cell?

A) F2
B) F5
C) F7
D) F11
Answer: A) F2

Q49. Which shortcut key is used to open the "Go To" dialog box in Excel?

A) F5
B) F2
C) F7
D) F11
Answer: A) F5

Q50. Which of the following key is used to check spelling in an Excel worksheet?

A) F7
B) F2
C) F5
D) F11
Answer: A) F7

Q51. Which of the following is the correct term for the small square at the bottom-right of a selected cell used for AutoFill?

A) Fill Handle
B) Cell Pointer
C) Cell Reference
D) Name Box
Answer: A) Fill Handle

Q52. Which of the following displays the address of the currently selected cell?

A) Name Box
B) Formula Bar
C) Status Bar
D) Title Bar
Answer: A) Name Box

Q53. Which of the following displays the actual formula/content typed into a cell?

A) Formula Bar
B) Name Box
C) Status Bar
D) Ribbon
Answer: A) Formula Bar

Q54. Which of the following can be used to protect an entire workbook with a password?

A) Protect Workbook
B) Freeze Panes
C) AutoFill
D) Format Painter
Answer: A) Protect Workbook

Q55. Which of the following statement about a spreadsheet cell is TRUE?

A) A cell can contain text, numbers, dates or formulas
B) A cell can only contain numbers
C) A cell can only contain text
D) A cell cannot contain formulas
Answer: A) A cell can contain text, numbers, dates or formulas

Q56. Which of the following functions would you use to find the number of days between two dates?

A) Subtracting one date cell from another (Date2-Date1)
B) SUM
C) COUNT
D) AVERAGE
Answer: A) Subtracting one date cell from another (Date2-Date1)

Q57. Which of the following allows entering the same data into multiple selected cells at once?

A) Ctrl + Enter after typing and selecting multiple cells
B) AutoSum
C) Sort
D) Filter
Answer: A) Ctrl + Enter after typing and selecting multiple cells

Q58. Which of the following best describes "Freezing Panes"?

A) Keeping specific rows/columns visible while scrolling
B) Deleting rows/columns
C) Hiding the entire sheet
D) Protecting cells with a password
Answer: A) Keeping specific rows/columns visible while scrolling

Q59. Which of the following allows quickly navigating between multiple worksheets in a workbook?

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A) Sheet Tabs at the bottom
B) Ribbon
C) Formula Bar
D) Name Box
Answer: A) Sheet Tabs at the bottom

Q60. Which of the following best defines Spreadsheet software?

A) Software used to organize, calculate and analyze data in rows and columns
B) Software used only for typing letters
C) Software used only for creating slideshows
D) Software used only for sending emails
Answer: A) Software used to organize, calculate and analyze data in rows and columns

Q61. Which of the following formula uses relative references by default?

A) A simple formula like =A1+A2 without $ signs
B) A formula using A1
C) A formula using named ranges only
D) None of the formulas
Answer: A) A simple formula like =A1+A2 without $ signs

Q62. Which of the following feature allows creating a drop-down list of allowed values in a cell?

A) Data Validation > List
B) Conditional Formatting
C) Sort
D) Filter
Answer: A) Data Validation > List

Q63. Which function returns the current date in a cell?

A) TODAY()
B) DATE()
C) NOW() returns date and time
D) SUM()
Answer: A) TODAY()

Q64. Which function returns the current date and time in a cell?

A) NOW()
B) TODAY() returns date only
C) DATE()
D) TIME()
Answer: A) NOW()

Q65. Which function is used to look up a value in a table and return a corresponding value from another column?

A) VLOOKUP
B) SUM
C) AVERAGE
D) COUNT
Answer: A) VLOOKUP

Q66. Which function checks a condition and returns one value if TRUE and another if FALSE?

A) IF
B) SUM
C) COUNT
D) AVERAGE
Answer: A) IF

Q67. Which function rounds a number to a specified number of digits?

A) ROUND
B) SUM
C) COUNT
D) MAX
Answer: A) ROUND

Q68. Which function returns the absolute (positive) value of a number?

A) ABS
B) ROUND
C) SUM
D) COUNT
Answer: A) ABS

Q69. Which function is used to find the median (middle value) of a data set?

A) MEDIAN
B) AVERAGE
C) MODE
D) SUM
Answer: A) MEDIAN

Q70. Which function finds the most frequently occurring value in a data set?

A) MODE
B) MEDIAN
C) AVERAGE
D) SUM
Answer: A) MODE

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Q71. Which of the following is the correct symbol used to indicate 'not equal to' in an Excel formula condition?

A) <>
B) !=
C) =/=
D) NOT=
Answer: A) <>

Q72. Which of the following is used to add a comment/note to a specific cell?

A) Insert Comment/Note
B) Insert Chart
C) Insert Table
D) Insert Function
Answer: A) Insert Comment/Note

Q73. Which of the following is the term for the horizontal and vertical lines that separate cells in a spreadsheet?

A) Gridlines
B) Borders
C) Margins
D) Headers
Answer: A) Gridlines

Q74. Which of the following feature allows viewing two different parts of the same worksheet simultaneously?

A) Split Window
B) Freeze Panes only locks rows/columns
C) Hide
D) Group
Answer: A) Split Window

Q75. Which of the following is the correct term for grouping several rows/columns so they can be collapsed/expanded?

A) Group and Outline
B) Freeze Panes
C) Sort
D) Filter
Answer: A) Group and Outline

Q76. Which of the following describes a 'Pivot Table'?

A) A tool to summarize, analyze and present large amounts of data interactively
B) A type of chart only
C) A type of formula only
D) A type of font
Answer: A) A tool to summarize, analyze and present large amounts of data interactively

Q77. Which of the following chart type uses points connected by lines to show correlation between two variables?

A) Scatter Chart
B) Pie Chart
C) Bar Chart
D) Column Chart
Answer: A) Scatter Chart

Q78. Which of the following chart type is best for showing parts of a whole across multiple categories stacked together?

A) Stacked Bar/Column Chart
B) Line Chart
C) Pie Chart (single category only)
D) Scatter Chart
Answer: A) Stacked Bar/Column Chart

Q79. Which of the following key combination selects the entire row in Excel?

A) Shift + Spacebar
B) Ctrl + Spacebar selects entire column
C) Ctrl + A
D) Shift + Ctrl + End
Answer: A) Shift + Spacebar

Q80. Which of the following key combination selects the entire column in Excel?

A) Ctrl + Spacebar
B) Shift + Spacebar selects entire row
C) Ctrl + A
D) Shift + Ctrl + Home
Answer: A) Ctrl + Spacebar

Q81. Which of the following key combination selects from the current cell to the last used cell?

A) Ctrl + Shift + End
B) Ctrl + Home
C) Ctrl + End alone just moves
D) Shift + Home
Answer: A) Ctrl + Shift + End

Q82. Which of the following is used to merge multiple cells into one larger cell?

A) Merge Cells / Merge & Center
B) Split Cells

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C) Freeze Panes
D) Group
Answer: A) Merge Cells / Merge & Center

Q83. Which of the following is used to wrap long text within a single cell onto multiple lines?

A) Wrap Text
B) Merge Cells
C) AutoFit
D) Freeze Panes
Answer: A) Wrap Text

Q84. Which of the following formula format correctly represents percentage calculation of A1 (e.g., 50%)?

A) =A1*100&"%" or formatting cell as Percentage
B) =A1/100
C) =A1+100
D) =A1-100
Answer: A) =A1*100&"%" or formatting cell as Percentage

Q85. Which of the following allows quickly summing values based on a specific condition (e.g., sum only 'Sales' category)?

A) SUMIF
B) SUM
C) COUNT
D) AVERAGE
Answer: A) SUMIF

Q86. Which of the following counts cells based on a specific condition?

A) COUNTIF
B) COUNT
C) SUM
D) AVERAGE
Answer: A) COUNTIF

Q87. Which of the following calculates the average based on a specific condition?

A) AVERAGEIF
B) AVERAGE
C) SUM
D) COUNT
Answer: A) AVERAGEIF

Q88. Which of the following is the correct term for a formula that references cells in a different worksheet?

A) 3D/Cross-sheet Reference
B) Absolute Reference
C) Relative Reference only
D) Mixed Reference only
Answer: A) 3D/Cross-sheet Reference

Q89. Which of the following key is used to toggle between showing formulas and formula results in a worksheet?

A) Ctrl + ` (grave accent)
B) F2
C) F5
D) F7
Answer: A) Ctrl + ` (grave accent)

Q90. Which of the following is used to protect only specific cells while allowing others to be edited?

A) Locking specific cells then protecting the sheet
B) Freeze Panes
C) Hide Rows
D) Sort
Answer: A) Locking specific cells then protecting the sheet

Q91. Which of the following file format allows saving an Excel file for compatibility with older Excel versions?

A) .xls
B) .xlsx only for new versions
C) xlsm always required
D) csv is required always
Answer: A) .xls

Q92. Which of the following file format saves only the data as comma-separated values without formatting?

A) .csv
B) .xlsx
C) .xltx
D) .xlsm
Answer: A) .csv

Q93. Which of the following describes an Excel Template file extension?

A) .xltx
B) .xlsx
C) .csv
D) .txt
Answer: A) .xltx

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Q94. Which of the following allows inserting a Sparkline (mini chart) inside a single cell?

A) Insert > Sparklines
B) Insert > Chart only creates full charts
C) Insert > Table
D) Insert > Picture
Answer: A) Insert > Sparklines

Q95. Which of the following operator is used for exponentiation (power) in Excel formulas?

A) ^
B) *
C) /
D) %
Answer: A) ^

Q96. Which of the following is the correct order of operations (precedence) in Excel formulas, similar to math?

A) Parentheses, Exponents, Multiplication/Division, Addition/Subtraction
B) Addition first always
C) Subtraction first always
D) Random order
Answer: A) Parentheses, Exponents, Multiplication/Division, Addition/Subtraction

Q97. Which of the following allows quickly navigating to the last cell containing data in a worksheet?

A) Ctrl + End
B) Ctrl + Home
C) Home
D) End alone
Answer: A) Ctrl + End

Q98. Which of the following describes 'Circular Reference' error in Excel?

A) A formula that refers to its own cell, directly or indirectly
B) A formula with too many arguments
C) A formula referencing another sheet
D) A formula using absolute references
Answer: A) A formula that refers to its own cell, directly or indirectly

Q99. Which of the following function combines IF with logical AND to test multiple conditions?

A) IF combined with AND function
B) SUM
C) COUNT
D) AVERAGE
Answer: A) IF combined with AND function

Q100. Which of the following is used to quickly apply a predefined set of formats (colors, borders) to a table of data?

A) Format as Table
B) Format Painter
C) Conditional Formatting
D) Freeze Panes
Answer: A) Format as Table

Q101. Which of the following best describes an Excel 'Named Range'?

A) A defined name given to a cell or range of cells for easier formula reference
B) A type of chart
C) A type of font
D) A type of border
Answer: A) A defined name given to a cell or range of cells for easier formula reference

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