

Chapter 5: Spreadsheets

Q1. Which of the following is a spreadsheet software package?

- A) MS Word
- B) MS Access
- C) MS PowerPoint
- D) MS Excel

Answer: D) MS Excel

Q2. Which of the following is the intersection of a row and column in a spreadsheet called?

- A) Cell
- B) Table
- C) Field
- D) Sheet

Answer: A) Cell

Q3. Which of the following correctly represents the address of a cell in the second column, fifth row?

- A) B5
- B) B-5
- C) 5-B
- D) 5B

Answer: A) B5

Q4. Which of the following is used to open a new/existing Spread Sheet?

- A) File > Open/New
- B) Review Tab
- C) Insert Tab
- D) View Tab only

Answer: A) File > Open/New

Q5. Which of the following is used to save a spreadsheet Workbook?

- A) Ctrl + O
- B) Ctrl + N
- C) Ctrl + P
- D) Ctrl + S / Save

Answer: D) Ctrl + S / Save

Q6. Which of the following allows printing a spreadsheet?

- A) Ctrl + P / Print command
- B) Ctrl + S
- C) Ctrl + O
- D) Ctrl + N

Answer: A) Ctrl + P / Print command

Q7. Which of the following describes entering Text, Numbers and Dates into cells?

- A) Only images can be entered into cells
- B) Only formulas can be entered into cells
- C) Basic data entry into spreadsheet cells
- D) Only charts can be entered into cells

Answer: C) Basic data entry into spreadsheet cells

Q8. Which of the following feature automatically extends a sequence like 1,2,3 or Jan, Feb, Mar across cells?

- A) AutoSum only totals numbers
- B) Sort only arranges data
- C) Filter only displays specific data
- D) Creating Text/Number/Date Series (AutoFill)

Answer: D) Creating Text/Number/Date Series (AutoFill)

Q9. Which of the following describes 'Editing Worksheet Data'?

- A) Only deleting the entire worksheet
- B) Only printing the worksheet
- C) Only entering brand new data
- D) Modifying existing content within spreadsheet cells

Answer: D) Modifying existing content within spreadsheet cells

Q10. Which of the following allows inserting a new row or column into a worksheet?

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

Answer: C) Right-click > Insert

Q11. Which of the following allows deleting a row or column from a worksheet?

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

Answer: B) Right-click > Delete

Q12. Which of the following allows adjusting the height of a row or width of a column?

- A) Changing Cell Height and Width
- B) Filtering data
- C) Sorting data
- D) Freezing panes

Answer: A) Changing Cell Height and Width

Q13. Every formula in a spreadsheet must begin with which symbol?

- A) \$
- B) #
- C) @
- D) =

Answer: D) =

Q14. Which function is used to add a range of numbers in a spreadsheet?

- A) AVERAGE
- B) MAX
- C) SUM
- D) COUNT

Answer: C) SUM

Q15. Which of the following is a quick button used to instantly total a selected range of numbers?

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

Answer: A) AutoSum

Q16. Which of the following describes a formula using values from multiple cells located across different areas?

- A) A formula that cannot reference any cell
- B) A formula that only uses constants
- C) Formula with multiple cell references
- D) A formula that can only reference one cell

Answer: C) Formula with multiple cell references

Q17. Which of the following is the correct term for finding the appropriate built-in function for a required calculation?

- A) Sorting data
- B) Formatting cells
- C) Finding the right function (Insert Function/Function Wizard)
- D) Freezing panes

Answer: C) Finding the right function (Insert Function/Function Wizard)

Q18. Which type of cell reference remains fixed when copied to another cell (e.g., \$A\$1)?

- A) Mixed Reference only fixes one part
- B) Absolute Cell Reference
- C) Circular Reference is an error type
- D) Relative Cell Reference

Answer: B) Absolute Cell Reference

Q19. Which type of cell reference automatically adjusts when copied to another cell?

- A) Absolute Cell Reference
- B) Constant Reference is not a standard term
- C) Relative Cell Reference
- D) Fixed Reference is not a standard term

Answer: C) Relative Cell Reference

Q20. Which of the following describes 'fixing formula errors'?

- A) Identifying and correcting mistakes in formulas that produce incorrect results or error codes
- B) Deleting the entire worksheet
- C) Renaming the worksheet
- D) Printing the worksheet

Answer: A) Identifying and correcting mistakes in formulas that produce incorrect results or error codes

Q21. Which of the following is a visual representation of spreadsheet data, such as a bar or pie chart?

- A) Cell Reference
- B) Chart
- C) Formula
- D) Function

Answer: B) Chart

Q22. Which of the following chart type is best suited to show proportions of a whole as slices?

- A) Scatter Chart
- B) Bar Chart
- C) Pie Chart
- D) Line Chart

Answer: C) Pie Chart

Q23. Which of the following chart type is best suited to show trends over time using connected points?

- A) Pie Chart
- B) Doughnut Chart
- C) Radar Chart
- D) Line Chart

Answer: D) Line Chart

Q24. Which of the following allows inserting pre-made graphic images into a spreadsheet, similar to Word?

- A) Pivot Table
- B) AutoSum
- C) Pivot Chart
- D) Clip Art

Answer: D) Clip Art

Q25. Which of the following feature creates visual diagrams like process flows and hierarchies from text?

- A) SmartArt
- B) Clip Art inserts static images, not diagrams
- C) Pivot Table summarizes data, not diagrams
- D) Chart visualizes numeric data, not process flows

Answer: A) SmartArt

Q26. Which of the following tool is used to summarize, analyze and present large amounts of data interactively?

- A) Chart alone does not summarize interactively
- B) Clip Art
- C) Pivot Table
- D) SmartArt

Answer: C) Pivot Table

Q27. Which of the following is a chart created directly from a Pivot Table to visualize summarized data?

- A) Pivot Chart
- B) Line Chart is a standard chart type, not necessarily linked to a pivot table
- C) Scatter Chart is a standard chart type
- D) Bar Chart is a standard chart type

Answer: A) Pivot Chart

Q28. Which of the following describes 'Addressing of Cells' in a spreadsheet?

- A) Formatting the cell's font
- B) Deleting the cell's content
- C) Printing the cell's content
- D) Identifying a cell's location using column letter and row number

Answer: D) Identifying a cell's location using column letter and row number

Q29. Which of the following key combination selects the entire worksheet?

- A) Ctrl + N
- B) Ctrl + A
- C) Ctrl + P
- D) Ctrl + S

Answer: B) Ctrl + A

Q30. Which of the following allows quickly navigating to cell A1 in a worksheet?

- A) End alone
- B) Home alone
- C) Ctrl + End
- D) Ctrl + Home

Answer: D) Ctrl + Home

Q31. Which of the following describes the objective of the Spreadsheet module as stated in the syllabus?

- A) To acquire skills in creating spreadsheets and their features
- B) To acquire skills in database queries only
- C) To acquire skills in word processing only
- D) To acquire skills in network configuration only

Answer: A) To acquire skills in creating spreadsheets and their features

Q32. Which of the following function returns the largest value in a selected range?

- A) SUM
- B) MAX

- C) MIN
- D) COUNT

Answer: B) MAX

Q33. Which of the following function returns the smallest value in a selected range?

- A) AVERAGE
- B) SUM
- C) MAX
- D) MIN

Answer: D) MIN

Q34. Which of the following function calculates the average of a selected range of numbers?

- A) MAX
- B) COUNT
- C) SUM
- D) AVERAGE

Answer: D) AVERAGE

Q35. Which of the following function counts the number of cells containing numbers in a range?

- A) SUM
- B) MAX
- C) COUNT
- D) AVERAGE

Answer: C) COUNT

Q36. Which of the following describes 'Manipulation of Cells' as a topic in the Spreadsheet module?

- A) Only viewing cell content
- B) Editing, formatting and modifying cell content and structure
- C) Only printing cell content
- D) Only deleting the entire workbook

Answer: B) Editing, formatting and modifying cell content and structure

Q37. Which of the following operator is used for subtraction in a spreadsheet formula?

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

Answer: D) -

Q38. Which of the following operator is used for division in a spreadsheet formula?

- A) -

- B) +
- C) /
- D) *

Answer: C) /

Q39. Which of the following best describes a 'Workbook' in spreadsheet terminology?

- A) A single chart only
- B) A file containing one or more worksheets
- C) A single worksheet only
- D) A single cell only

Answer: B) A file containing one or more worksheets

Q40. Which of the following describes basic mathematical operators used in spreadsheet formulas?

- A) No mathematical operators are supported
- B) Only subtraction is supported
- C) Only addition is supported
- D) Addition (+), Subtraction (-), Multiplication (*), Division (/)

Answer: D) Addition (+), Subtraction (-), Multiplication (*), Division (/)

Q41. Which function returns the current date in a spreadsheet cell?

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

Answer: C) TODAY()

Q42. Which function returns the current date and time in a cell?

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

Answer: A) NOW()

Q43. Which function is used to look up a value in a table and return a corresponding value from another column?

- A) AVERAGE
- B) COUNT
- C) SUM
- D) VLOOKUP

Answer: D) VLOOKUP

Q44. Which function checks a condition and returns one value if TRUE and another if FALSE?

- A) COUNT
- B) SUM
- C) IF
- D) AVERAGE

Answer: C) IF

Q45. Which function rounds a number to a specified number of digits?

- A) MAX
- B) COUNT
- C) SUM
- D) ROUND

Answer: D) ROUND

Q46. 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

Q47. Which of the following is the correct symbol used to indicate 'not equal to' in a spreadsheet formula condition?

- A) NOT=
- B) !=
- C) <>
- D) /=

Answer: C) <>

Q48. Which of the following is used to add a comment/note to a specific cell?

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

Answer: D) Insert Comment/Note

Q49. 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

Q50. Which of the following describes a Pivot Table?

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

Answer: D) A tool to summarize, analyze and present large amounts of data interactively

Q51. Which of the following key combination selects the entire row in a spreadsheet?

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

Answer: A) Shift + Spacebar

Q52. Which of the following key combination selects the entire column in a spreadsheet?

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

Answer: D) Ctrl + Spacebar

Q53. Which of the following is used to merge multiple cells into one larger cell?

- A) Group
- B) Split Cells
- C) Merge Cells / Merge & Center
- D) Freeze Panes

Answer: C) Merge Cells / Merge & Center

Q54. Which of the following is used to wrap long text within a single cell onto multiple lines?

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

Answer: C) Wrap Text

Q55. Which of the following allows quickly summing values based on a specific condition (e.g., sum only 'Sales' category)?

- A) SUMIF
- B) COUNT
- C) AVERAGE
- D) SUM

Answer: A) SUMIF

Q56. Which of the following counts cells based on a specific condition?

- A) AVERAGE
- B) SUM
- C) COUNTIF
- D) COUNT

Answer: C) COUNTIF

Q57. Which of the following calculates the average based on a specific condition?

- A) SUM
- B) AVERAGEIF
- C) COUNT
- D) AVERAGE

Answer: B) AVERAGEIF

Q58. Which of the following key is used to edit the content of the currently selected cell?

- A) F11
- B) F2
- C) F7
- D) F5

Answer: B) F2

Q59. Which of the following key is used to check spelling in a spreadsheet worksheet?

- A) F5
- B) F2
- C) F11
- D) F7

Answer: D) F7

Q60. 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

Q61. Which of the following displays the address of the currently selected cell?

- A) Name Box
- B) Formula Bar
- C) Title Bar
- D) Status Bar

Answer: A) Name Box

Q62. Which of the following displays the actual formula/content typed into a cell?

- A) Status Bar
- B) Formula Bar
- C) Ribbon
- D) Name Box

Answer: B) Formula Bar

Q63. Which of the following can be used to protect an entire workbook with a password?

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

Answer: A) Protect Workbook

Q64. Which of the following functions would you use to find the number of days between two dates?

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

Answer: B) Subtracting one date cell from another (Date2-Date1)

Q65. Which of the following best describes 'Freezing Panes'?

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

Answer: B) Keeping specific rows/columns visible while scrolling

Q66. Which of the following allows quickly navigating between multiple worksheets in a workbook?

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

Answer: A) Sheet Tabs at the bottom

Q67. Which of the following feature allows resizing a column to fit its content automatically?

- A) AutoFill
- B) AutoSum
- C) AutoSave

D) AutoFit

Answer: D) AutoFit

Q68. Which of the following allows previewing how a spreadsheet will look when printed?

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

Answer: C) Print Preview

Q69. Which of the following is used to hide a column in a spreadsheet?

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

Answer: B) Right-click on column header > Hide

Q70. 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: B) =A1+A2

Q71. 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) AutoFill
- D) Freeze Panes

Answer: A) Text to Columns

Q72. Which of the following operator is used for exponentiation (power) in a spreadsheet formula?

- A) /
- B) %
- C) ^
- D) *

Answer: C) ^

Q73. Which of the following allows quickly navigating to the last cell containing data in a worksheet?

- A) Home
- B) End alone

C) Ctrl + Home

D) Ctrl + End

Answer: D) Ctrl + End

Q74. Which of the following describes a 'Circular Reference' error in a spreadsheet?

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

Answer: C) A formula that refers to its own cell, directly or indirectly

Q75. Which of the following is used to quickly apply a predefined set of formats (colors, borders) to a table of data?

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

Answer: B) Format as Table

Q76. Which of the following best describes a spreadsheet 'Named Range'?

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

Answer: A) A defined name given to a cell or range of cells for easier formula reference

Q77. Which of the following is used to remove duplicate values from a data range?

- A) Remove Duplicates
- B) Filter
- C) Sort
- D) Freeze Panes

Answer: A) Remove Duplicates

Q78. Which of the following feature applies formatting to cells automatically based on their values, such as highlighting negative numbers?

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

Answer: D) Conditional Formatting

Q79. Which of the following allows entering the same data into multiple selected cells at once?

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

Answer: D) Ctrl + Enter after typing and selecting multiple cells

Q80. Which of the following key is used to toggle between showing formulas and formula results in a worksheet?

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

Answer: A) Ctrl + ` (grave accent)

Q81. Which of the following describes an Electronic Spread Sheet's core purpose?

- A) Only for creating slideshows
- B) Organizing, calculating and analyzing data arranged in rows and columns
- C) Only for sending emails
- D) Only for typing letters

Answer: B) Organizing, calculating and analyzing data arranged in rows and columns

Q82. Which of the following key combination selects the entire worksheet in a spreadsheet application?

- A) Ctrl + A
- B) Ctrl + P
- C) Ctrl + N
- D) Ctrl + S

Answer: A) Ctrl + A

Q83. Which of the following describes 'Working with graphics' as covered in the Spreadsheets module, referring to inserting Clip Art?

- A) Only inserting formulas
- B) Only inserting charts
- C) Inserting decorative or illustrative images into a worksheet
- D) Only inserting text

Answer: C) Inserting decorative or illustrative images into a worksheet

Q84. Which of the following describes SmartArt when used within a spreadsheet application?

- A) A tool to create visual diagrams like process flows and hierarchies from text, similar to its use in Word/PowerPoint
- B) A type of formula
- C) A type of font
- D) A type of chart exclusively for numeric data

Answer: A) A tool to create visual diagrams like process flows and hierarchies from text, similar to its use in Word/PowerPoint

Q85. Which of the following is the correct order of arithmetic operation precedence in spreadsheet formulas, similar to standard math rules?

- A) Addition first always, regardless of parentheses
- B) Operations are evaluated in random order
- C) Parentheses, Exponents, Multiplication/Division, Addition/Subtraction
- D) Subtraction first always, regardless of parentheses

Answer: C) Parentheses, Exponents, Multiplication/Division, Addition/Subtraction

Q86. Which of the following describes the purpose of 'Saving Workbooks' regularly while working?

- A) Preserving changes made to a spreadsheet file to prevent data loss
- B) Automatically deleting old versions with no backup
- C) Automatically printing the file every time
- D) Automatically closing the application

Answer: A) Preserving changes made to a spreadsheet file to prevent data loss

Q87. Which of the following describes the purpose of 'Printing of Spread Sheet' feature?

- A) Only for deleting the file
- B) Only for emailing the file
- C) Only for saving the file digitally
- D) Producing a physical hard copy of the spreadsheet's data/layout

Answer: D) Producing a physical hard copy of the spreadsheet's data/layout

Q88. Which of the following describes 'Manipulation of Cells' broadly, as covered in the Spreadsheets module?

- A) Only printing cell content
- B) Only deleting the entire workbook
- C) Editing, formatting, and modifying the content or structure of individual cells
- D) Only viewing cell content without any changes

Answer: C) Editing, formatting, and modifying the content or structure of individual cells

Q89. Which of the following describes the purpose of 'Charts: learning about charts, creating charts' as a topic?

- A) Only understanding text formatting
- B) Only understanding page setup
- C) Understanding how to visually represent spreadsheet data using various chart types
- D) Only understanding print preview

Answer: C) Understanding how to visually represent spreadsheet data using various chart types

Q90. Which of the following describes the term 'Cell Reference' in a spreadsheet formula?

- A) A type of border
- B) A type of font
- C) An identifier (like A1) pointing to a specific cell's location for use in calculations
- D) A type of chart

Answer: C) An identifier (like A1) pointing to a specific cell's location for use in calculations

Q91. Which of the following best describes why 'relative and absolute cell references' matter when copying formulas?

- A) They have no impact on copied formulas at all
- B) They only affect the font of the cell content
- C) They determine whether cell references adjust or stay fixed when a formula is copied to other cells
- D) They only affect chart formatting, not formulas

Answer: C) They determine whether cell references adjust or stay fixed when a formula is copied to other cells

Q92. Which of the following describes the purpose of 'finding the right function' when working with formulas?

- A) Only for formatting cells with color
- B) Selecting the most appropriate built-in function to perform a required calculation efficiently
- C) Only for printing the worksheet
- D) Only for adjusting row height

Answer: B) Selecting the most appropriate built-in function to perform a required calculation efficiently

Q93. Which of the following describes 'fixing formula errors' as covered in the Spreadsheets module?

- A) Deleting the entire worksheet whenever an error occurs
- B) Ignoring all formula errors permanently
- C) Identifying and correcting issues in formulas that produce incorrect results or error codes like #DIV/0!
- D) Printing the worksheet despite errors with no correction

Answer: C) Identifying and correcting issues in formulas that produce incorrect results or error codes like #DIV/0!

Q94. Which of the following error is commonly shown in a spreadsheet cell when a formula divides by zero?

- A) #VALUE!
- B) #DIV/0!
- C) #NAME?
- D) #REF!

Answer: B) #DIV/0!

Q95. Which of the following error is commonly shown in a spreadsheet cell when a formula references a cell that has been deleted?

- A) #NAME?
- B) #DIV/0!
- C) #REF!
- D) #VALUE!

Answer: C) #REF!

Q96. Which of the following error is commonly shown in a spreadsheet cell when a function name is misspelled?

- A) #REF!
- B) #NAME?
- C) #VALUE!
- D) #DIV/0!

Answer: B) #NAME?

Q97. Which of the following error is commonly shown when a formula uses the wrong type of data (e.g., text instead of number)?

- A) #VALUE!
- B) #REF!
- C) #DIV/0!
- D) #NAME?

Answer: A) #VALUE!

Q98. Which of the following describes 'Entering Text, Numbers and Dates' correctly into cells as covered in the Spreadsheets module?

- A) Entering only numeric data, never text or dates
- B) Entering only text data, never numbers or dates
- C) Properly formatting cell content so it is recognized correctly by the application (e.g., dates as dates)
- D) Entering data with no regard to formatting at all

Answer: C) Properly formatting cell content so it is recognized correctly by the application (e.g., dates as dates)

Q99. Which of the following describes 'Creating Text, Number and Date Series' using AutoFill?

- A) Only applicable to a single cell with no range extension
- B) Automatically extending a pattern (like 1,2,3 or Mon,Tue,Wed) across a selected range of cells
- C) Manually typing every single value with no automation
- D) Only applicable to numeric values, never text or dates

Answer: B) Automatically extending a pattern (like 1,2,3 or Mon,Tue,Wed) across a selected range of cells

Q100. Which of the following describes 'Pivot Chart' usage in relation to a Pivot Table?

- A) Visualizing the summarized data from a Pivot Table as a chart
- B) A chart unrelated to any Pivot Table data
- C) A type of formula, not a visual chart
- D) A chart that can only be created manually with no data link

Answer: A) Visualizing the summarized data from a Pivot Table as a chart