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Name of the Bundle	Office Productivity Bundle V2 (2026)	Subject	Microsoft Excel
Topic	Introduction to Excel	Last updated on	27 January 2026

1. What is Microsoft Excel?

    a. Word processor

    b. Spreadsheet program

    c. Database software

    d. Presentation tool

Ans: b. Spreadsheet program

Explanation: Excel is a spreadsheet program used to store data and perform calculations.

2. Excel is mainly used to_____.

    a. Edit images

    b. Design websites

    c. Write programs

    d. Store data and perform calculations

Ans: d. Store data and perform calculations

Explanation: Excel helps in storing data and doing calculations using rows and columns.

3. Who developed Microsoft Excel?

    a. Bill Gates

    b. Charles Simonyi

    c. Paul Allen

    d. Steve Jobs

Ans: b. Charles Simonyi

Explanation: Microsoft Excel was developed by Charles Simonyi while he was working at Microsoft.

4. What was the earlier name of Microsoft Excel?

    a. Worksheet

    b. Spreadsheet

    c. Multiplan

    d. Calc

Ans: c. Multiplan

Explanation: Before being called Excel, Microsoft's spreadsheet program was known as Multiplan in 1982.

5. When was Microsoft Excel released?

    a. 1982

    b. 1983

    c. 1985

    d. 1990

Ans: c. 1985

Explanation: Microsoft Excel was officially released in the year 1985.

6. Which of the following is a benefit of using Microsoft Excel?

    a. Skill improvement

    b. Better data organization

    c. Higher productivity

    d. All of the above

Ans: d. All of the above

Explanation: Microsoft Excel improves skills, helps organize data efficiently, and increases overall productivity.

7. What is the basic file created in Excel called?

    a. Worksheet

    b. Workbook

    c. Cell

    d. Table

Ans: b. Workbook

Explanation: An Excel file is known as a workbook.

8. What is a workbook?

    a. A single page

    b. A row in Excel

    c. The entire Excel file

    d. A column

Ans: c. The entire Excel file

Explanation: A workbook is the full Excel file that contains worksheets.

9. Which of the following is an example of an Excel workbook name?

    a. Sheet1.doc

    b. Marks.ppt

    c. student_marks.xlsx

    d. A1.Mp4

Ans: c. student_marks.xlsx

Explanation: Workbook names are Excel file names with extensions like .xlsx.

10. What is a worksheet?

    a. Entire Excel file

    b. A page inside a workbook

    c. A formula

    d. A chart

Ans: b. A page inside a workbook

Explanation: A worksheet is a single sheet within a workbook.

11. What can a single Excel workbook contain?

    a. Only one worksheet

    b. Only charts

    c. Many worksheets

    d. Only formulas

Ans: c. Many worksheets

Explanation: A workbook can have multiple worksheets inside it.

12. Which file extension is used for Excel workbooks?

    a. .docx

    b. .pptx

    c. .xlsx

    d. .pdf

Ans: c. .xlsx

Explanation: Excel workbooks are saved with the .xlsx extension.

13. Which of the following is a use of Excel?

    a. Video editing

    b. Inventory management

    c. Audio recording

    d. Web browsing

Answer: b. Inventory management

Explanation: Excel is commonly used to manage inventories and records.

14. Which part displays the name of the Excel file?

    a. Ribbon

    b. Formula Bar

    c. Title Bar

    d. Status Bar

Ans: c. Title Bar

Explanation: The Title Bar shows the name of the workbook at the top of Excel.

15. Which part contains Excel commands and tools?

    a. Worksheet Area

    b. Ribbon

    c. Status Bar

    d. Title Bar

Ans: b. Ribbon

Explanation: The Ribbon contains tabs and commands used to perform tasks in Excel.

16. Which bar shows the formula or value of a cell?

    a. Formula Bar

    b. Status Bar

    c. Title Bar

    d. Ribbon

Ans: a. Formula Bar

Explanation: The Formula Bar displays the content or formula of the selected cell.

17. How are rows arranged in an Excel worksheet?

    a. From top to bottom

    b. From corner to corner

    c. From left to right

    d. In no particular order

Ans: c. From left to right

Explanation: Rows in Excel are horizontal, stretching across the worksheet from left to right.

18. Which way do rows extend in an Excel worksheet?

    a. Horizontally

    b. Vertically

    c. Diagonally

    d. Circularly

Ans: a. Horizontally

Explanation: Rows move from left to right across the worksheet.

19. How are rows identified in an Excel worksheet?

    a. Letters

    b. Symbols

    c. Numbers

    d. Colors

Ans: c. Numbers

Explanation: Rows in Excel are labeled with numbers like 1, 2, 3, etc., to identify each row.

20. Which way do columns extend in an Excel worksheet?

    a. Horizontally

    b. Vertically

    c. Diagonally

    d. Circularly

Ans: b. Vertically

Explanation: Columns move from top to bottom in the worksheet.

21. How are columns identified in Excel?

    a. Numbers

    b. Letters

    c. Symbols

    d. Colors

Ans: b. Letters

Explanation: Columns are labeled using letters like A, B, C, etc.

22. How are columns arranged in an Excel worksheet?

    a. From top to bottom

    b. From corner to corner

    c. From left to right

    d. In no particular order

Ans: a. From top to bottom

Explanation: Columns in Excel are vertical, running from the top of the worksheet to the bottom.

23. A cell in Excel is created at the intersection of:

    a. Two rows

    b. Two columns

    c. A row and a column

    d. Two sheets

Ans: c. A row and a column

Explanation: A cell is the box formed where a row and a column cross.

24. What is the main component of a worksheet?

    a. Slides

    b. Cells

    c. Emails

    d. Charts only

Ans: b. Cells

Explanation: A worksheet consists of rows and columns, which form cells to store data.

25. Which of the following is an example of a cell address in Excel?

    a. Sheet1

    b. B1

    c. Row1

    d. ColumnA

Ans: b. B1

Explanation: A cell address like B1 refers to the cell at column B and row 1.

26. What is a range?

    a. A single cell

    b. A group of selected cells

    c. A worksheet

    d. A workbook

Ans: b. A group of selected cells

Explanation: A range is a collection of adjacent cells.

27. Which symbol is used to define a range?

    a. ,

    b. ;

    c. :

    d. .

Ans: c. :

Explanation: The colon symbol is used to represent a range of cells.

28. An example of a valid range is_____.

    a. A1- A5

    b. A1;A5

    c. A1:A5

    d. A1.A5

Ans: c. A1:A5

Explanation: A1:A5 represents cells from A1 to A5.

29. Excel organizes data using _____.

    a. Only text

    b. Only images

    c. Tables and charts

    d. Only audio

Ans: c. Tables and charts

Explanation: Excel organizes data using tables and charts to make it easier to analyze and understand.

30. What is the main purpose of Microsoft Excel?

    a. Working with images

    b. Playing audio

    c. Managing data

    d. Watching videos

Ans: c. Managing data

Explanation: Excel is mainly used to store, organize, and analyze data efficiently.

31. How can Microsoft Excel be opened using the system?

    a. Start Menu → Excel

    b. Control Panel → Excel

    c. Recycle Bin → Excel

    d. Command Prompt only

Ans: a. Start Menu → Excel

Explanation: Excel can be opened from the Start Menu in Windows.

32. Which cell address refers to the first cell in a worksheet?

    a. A1

    b. B1

    c. C1

    d. D1

Ans: a. A1

Explanation: A1 is the first column and first row, the top-left cell of the worksheet.

33. How many main parts does the Excel Ribbon have?

    a. 2

    b. 3

    c. 5

    d. 7

Ans: b. 3

Explanation: The Excel Ribbon has three main parts: Tabs, Groups, and Commands.

34. Tabs in Excel usually contain how many items (depending on version)?

   a. 3 or 5

   b. 5 or 6

   c. 7 or 9

   d. 10 or more

Ans: c. 7 or 9

Explanation: Excel contains 7 or 9 tabs depending on the version.

35. What is a Group in the Excel Ribbon?

   a. A worksheet

   b. A set of related commands

   c. A single command

   d. A dialog box

Ans: b. A set of related commands

Explanation: Groups organize related commands within a tab.

36. What is a Command in Excel?

   a. A worksheet name

   b. A formula

   c. A box where we can enter information

   d. A chart

Answer: c. A box where we can enter information

Explanation: Commands are boxes or buttons used to enter or apply information in Excel.

37. Which group holds Cut, Copy, and Paste commands?

     a. Font

     b. Clipboard

     c. Alignment

     d. Editing

Ans: b. Clipboard

Explanation: Clipboard group manages copied and cut content.

38. Which shortcut key is used for Cut?

     a. Ctrl + C

     b. Ctrl + X

     c. Ctrl + V

     d. Ctrl + Z

Ans: b. Ctrl + X

Explanation: Ctrl + X removes selected content for pasting elsewhere.

39. Which shortcut key is used for Copy?

     a. Ctrl + C

     b. Ctrl + V

     c. Ctrl + X

     d. Ctrl + Y

Ans: a. Ctrl + C

Explanation: Ctrl + C copies selected content.

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40. Which shortcut key is used for Paste?

    a. Ctrl + X

    b. Ctrl + C

    c. Ctrl + V

    d. Ctrl + Z

Ans: c. Ctrl + V

Explanation: Ctrl + V pastes copied or cut content.

41. What is Paste Special used for?

    a. Simple paste

    b. Advanced paste options

    c. Formatting cells

    d. Deleting data

Ans: b. Advanced paste options

Explanation: Paste Special allows selective pasting of content.

42. Which shortcut opens Paste Special?

    a. Ctrl + P

    b. Ctrl + Alt + V

    c. Ctrl + Shift + V

    d. Ctrl + V

Ans: b. Ctrl + Alt + V

Explanation: Opens the Paste Special dialog box.

43. Which command reverses the last action?

    a. Redo

    b. Undo

    c. Paste

    d. Copy

Ans: b. Undo

Explanation: Undo cancels the most recent action performed.

44. What is the shortcut key for Undo?

    a. Ctrl + Y

    b. Ctrl + Z

    c. Ctrl + X

    d. Ctrl + S

Ans: b. Ctrl + Z

Explanation: Ctrl + Z reverses the last action.

45. Which command restores the last undone action?

    a. Redo

    b. Undo

    c. Paste

    d. Copy

Ans: a. Redo

Explanation: Redo restores the most recent action that was undone.

46. What is the shortcut key for Redo?

    a. Ctrl + Z

    b. Ctrl + Y

    c. Ctrl + X

    d. Ctrl + S

Ans: b. Ctrl + Y

Explanation: Ctrl + Y repeats or restores the last undone action.

47. Which keys move the cursor one cell at a time?

    a. Page Up / Page Down

    b. Arrow keys

    c. Tab key

    d. Enter key

Ans: b. Arrow keys

Explanation: Arrow keys move the selection cell by cell.

48. Which keys move one screen up or down?

    a. Arrow keys

    b. Tab key

    c. Page Up / Page Down

    d. Shift key

Ans: c. Page Up / Page Down

Explanation: Scrolls the worksheet one page at a time.

49. Which option saves an existing workbook?

    a. Save

    b. Save As

    c. Export

    d. Print

Ans: a. Save

Explanation: Save updates the current workbook in the same location.

50. Which option is used to save a workbook for the first time?

    a. Save

    b. Save As

    c. Open

    d. Close

Ans: b. Save As

Explanation: Save As allows naming and selecting location for the file.

51. What is the shortcut key to save a workbook?

    a. Ctrl + O

    b. Ctrl + N

    c. Ctrl + P

    d. Ctrl + S

Ans: d. Ctrl + S

Explanation: Ctrl + S quickly saves the workbook.

52. Which group controls font style and size?

    a. Clipboard

    b. Font

    c. Alignment

    d. Number

Ans: b. Font

Explanation: Font group controls text appearance.

53. Which alignment places text in the center of a cell?

    a. Left

    b. Right

    c. Center

    d. Top

Ans: c. Center

Explanation: Center alignment positions text in the middle of the cell.

54. What does Wrap Text do?

    a. Hides text

    b. Displays text in multiple lines

    c. Deletes text

    d. Rotates text

Ans: b. Displays text in multiple lines

Explanation: Wrap Text fits long text within a cell.

55. Which feature helps Excel skills in employment?

    a. Productivity

    b. Gaming

    c. Browsing

    d. Streaming

Ans: a. Productivity

Explanation: Excel improves efficiency and job readiness.

56. Which key moves the cursor one cell to the right?

    a. Left Arrow

    b. Right Arrow

    c. Up Arrow

    d. Down Arrow

Ans: b. Right Arrow

Explanation: Moves the cursor one cell to the right.

57. Which key moves the cursor one cell down?

    a. Left Arrow

    b. Right Arrow

    c. Up Arrow

    d. Down Arrow

Ans: d. Down Arrow

Explanation: Moves the cursor one cell downward.

58. Which key moves the cursor to the beginning of a row?

  a. Home

  b. End

  c. Ctrl

  d. Shift

Ans: a. Home

Explanation: Moves the cursor to the first cell of the current row.

59. Which key moves the cursor to the last cell of a data region?

  a. Ctrl + Home

  b. Ctrl + End

  c. Shift + End

  d. Alt + End

Ans: b. Ctrl + End

Explanation: Moves to the last cell containing data.

60. Which key combination moves one screen up?

  a. Page Up

  b. Page Down

  c. Ctrl + Up Arrow

  d. Shift + Up Arrow

Ans: a. Page Up

Explanation: Scrolls the worksheet up by one screen.

61. Which key combination moves one screen down?

    a. Page Up

    b. Page Down

    c. Ctrl + Down Arrow

    d. Shift + Down Arrow

Ans: b. Page Down

Explanation: Scrolls the worksheet down by one screen.

62. Pressing Ctrl + Right Arrow moves the cursor to:

    a. The first column

    b. The last column of the data region

    c. The first row

    d. The last row of the worksheet

Ans: b. The last column of the data region

Explanation: Jumps to the end of the current data region horizontally.

63. Pressing Ctrl + Left Arrow moves the cursor to:

    a. The first column of the data region

    b. The last column

    c. The first row

    d. The last row

Ans: a. The first column of the data region

Explanation: Jumps to the start of the current data region horizontally.

64. Which key moves the cursor to cell A1 directly?

    a. Ctrl + End

    b. Ctrl + Home

    c. Home

    d. Shift + Home

Ans: b. Ctrl + Home

Explanation: Moves the cursor to the top-left cell (A1).

65. Which shortcut key quickly saves an existing workbook?

    a. Ctrl + O

    b. Ctrl + S

    c. Ctrl + N

    d. Ctrl + P

Ans: b. Ctrl + S

Explanation: Saves the workbook instantly in its current location.

66. Which option is used to save a workbook for the first time, in a different location, or to create a copy?

    a. Save

    b. Save As

    c. Open

    d. Close

Ans: b. Save As

Explanation: Allows naming the file and choosing a location.

67. Save As is used to:

    a. Update the current workbook in the same location

    b. Save a workbook for the first time or create a copy

    c. Close the workbook

    d. Delete the workbook

Ans: b. Save a workbook for the first time or create a copy

Explanation: Allows saving a copy with a new name or location.

68. What happens if you press Ctrl + S in an existing workbook?

    a. Opens Save As dialog box

    b. Saves the workbook in its current location

    c. Closes the workbook

    d. Exports the workbook as PDF

Ans: b. Saves the workbook in its current location

Explanation: Updates the current file without opening Save As.

69. Save As allows you to:

    a. Change the file name

    b. Change the file location

    c. Create a copy of the workbook

    d. All of the above

Ans: d. All of the above

Explanation: You can rename, relocate, or copy the workbook.

70. Which of the following is true about Save?

    a. Can save a new workbook in a different location

    b. Updates the current workbook in the same location

    c. Creates a copy of the workbook

    d. Opens the workbook

Ans: b. Updates the current workbook in the same location

Explanation: Save only updates the existing file.

71. Which shortcut is used to save a new workbook for the first time?

    a. Ctrl + S

    b. Ctrl + N

    c. Ctrl + Shift + S

    d. Use Save As

Ans: d. Use Save As

Explanation: Save As lets you give a new name or location to the workbook.

72. Save As is useful when you want to:

    a. Overwrite the existing workbook without changing its name

    b. Save a copy with a new name or location

    c. Close the workbook

    d. Open a workbook

Ans: b. Save a copy with a new name or location

Explanation: Prevents changes to the original file.

73. Which option should you use to ensure the original workbook remains unchanged while creating a copy?

    a. Save

    b. Save As

    c. Export

    d. Close

Ans: b. Save As

Explanation: Creates a new file while keeping the original intact.

74. What is a Fill Handle?

    a. Big box

    b. Row header

    c. Small square

    d. Formula bar

Answer: c. Small square

Explanation: Fill Handle is the small square at the bottom-right of a cell used to copy or extend data.

75. Fill Handle is used to_____.

    a. Extend data

    b. Delete data

    c. Merge cells

    d. Filter data

Answer: a. Extend data

Explanation: Dragging the Fill Handle continues number, date, or text patterns automatically.

76. Where can you change the display format in Excel?

    a. Insert tab → Charts group

    b. Home tab → Number group

    c. Data tab → Sort group

    d. View tab → Show group

Ans: b. Home tab → Number group

Explanation: The Number group in the Home tab is used to apply and manage number formats like Currency, Date, and Percentage.

77. Which of the following are number formats available in Microsoft Excel?

    a. General

    b. Number

    c. Currency

    d. All of the above

Ans: d. All of the above

Explanation: The Number group in the Home tab allows users to choose formats such as General, Number, Currency, Date, and Percentage.

78. What does the Format Painter tool do in Microsoft Excel?

   a. Copies data from one cell to another

   b. Copies formulas only

   c. Copies formatting from one cell to another

   d. Deletes formatting from a cell

Ans: c. Copies formatting from one cell to another

Explanation: Format Painter copies only the formatting (such as font, color, borders, and alignment) from one cell to another. It does not copy data.

79. Which of the following is NOT copied by Format Painter?

   a. Font style

   b. Cell borders

   c. Cell color

   d. Cell data

Ans: d. Cell data

Explanation: Format Painter copies only formatting, not the actual data.

80. Where is the Format Painter tool located in Excel?

   a. Insert tab

   b. Data tab

   c. Home tab

   d. View tab

Ans: c. Home tab

Explanation: Format Painter is available in the Home tab under the Clipboard group.

81. What happens when you double-click the Format Painter?

    a. It copies data continuously

    b. It deletes formatting

    c. It allows applying formatting to multiple cells

    d. It closes Excel

Ans: c. It allows applying formatting to multiple cells

Explanation: Double-clicking Format Painter keeps it active to apply formatting to multiple cells.

82. What does Font formatting change in Microsoft Excel?

    a. Cell size and row height

    b. Text style, size, and color

    c. Data values only

    d. Worksheet layout

Ans: b. Text style, size, and color

Explanation: Font formatting is used to change the appearance of text such as style, size, and color.

83. What does the shortcut key Ctrl + G do in Microsoft Excel?

    a. Opens the Format Cells dialog box

    b. Opens the Go To dialog box

    c. Opens the Save As dialog box

    d. Opens the Find dialog box

Ans: b. Opens the Go To dialog box

Explanation: Ctrl + G opens the Go To dialog box, which is used to quickly navigate to a specific cell or range.

84. What is the correct way to apply Font color to text in Excel?

    a. Select font color → Select cell → Type text

    b. Type text → Select font color → Select cell

    c. Select cell → Select font color → Type text

    d. Select worksheet → Select font color

Ans: c. Select cell → Select font color → Type text

Explanation: First select the cell, choose the font color, and then enter the text.

85. What are gridlines in Microsoft Excel?

    a. Dark borders around charts

    b. Light lines around cells

    c. Thick lines between worksheets

    d. Page margins

Ans: b. Light lines around cells

Explanation: Gridlines are light lines that appear around cells to make data easier to read.

86. How can gridlines be shown or hidden in an Excel worksheet?

    a. Home → Font → Gridlines

    b. Insert → Table → Gridlines

    c. View → Show → Gridlines (check/uncheck)

    d. Data → Sort → Gridlines

Ans: c. View → Show → Gridlines (check/uncheck)

Explanation: Gridlines can be turned on or off from the View tab under the Show group.

87. What does the Merge & Center command do in Microsoft Excel?

    a. Splits cells and aligns text to the left

    b. Combines selected cells and centers the text

    c. Copies text to multiple cells

    d. Adjusts row height automatically

Ans: b. Combines selected cells and centers the text

Explanation: Merge & Center merges multiple selected cells into one cell and centers the text within it.