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|  | Selvam College Of Technology, Namakkal (Autonomous) IT Support & Development Training Programme (ISDTP) |  |
| Worksheet -6 (Data Validation & Protection) | | |
| Bundle & Subject Name | Office Productivity Bundle V2 (2025) & MS Excel | Semester II |

Answer Key

1. In MS Excel, allowing data values within a specific range for entry in a cell is called ____ of data.

- A) Validation
B) Sorting
C) Filtering
D) Chart

Ans: A) Validation

2. Which option in Data Validation limits entries to whole numbers?

- A) Whole Number
B) Text
C) Date
D) Any Value

Ans: A) Whole Number

3. What is prevented by the Data Validation feature?

- A) File corruption
B) Formatting issues
C) Incorrect data entry
D) Cell duplication

Ans: C) Incorrect data entry

4. What does the Text Length option in Data Validation control?

- A) Limits the text entered
B) Limits the number of characters
C) Limits numbers only
D) Limits dates only

Ans: B) Limits the number of characters

5. Which tab contains the option to unprotect a worksheet?

- A) File
B) Insert
C) Review
D) Data

Ans: C) Review

6. What happens when you protect cells in Excel?

- A) Prevents editing certain cells
B) Deletes data
C) Formats cells
D) Hides the sheet

Ans: A) Prevents editing certain cells

7. How can you protect a worksheet from being edited accidentally?

- A) Use a password
B) Lock cells
C) Both A & B
D) Set as read-only

Ans: D) Both A & B

8. What does the "Protect Workbook" option in Excel do?

- A) Prevents changes to the worksheet's data
B) Restricts the addition, deletion, or moving of worksheets within the workbook
C) Prevents anyone from opening the workbook
D) Encrypts the workbook with a password

Ans: B) Restricts the addition, deletion, or moving of worksheets within the workbook

9. If you forget the password to unprotect a sheet in Excel, what happens?

- A) Excel will automatically unlock the sheet after a set period
B) You can use the "Recover Password" feature in Excel
C) The password cannot be recovered, and you must recreate the sheet
D) You can contact Microsoft support for a password reset

Ans: C) The password cannot be recovered, and you must recreate the sheet

10. What is the maximum number of worksheets you can protect within a workbook in Excel?

- A) One worksheet at a time
B) Up to 255 worksheets
C) Up to 10 worksheets
D) Unlimited number of worksheets

Ans: D) Unlimited number of worksheets