



Name of the Bundle	Basic Bundle (2026)	Subject	MS-Office V2
Topic	Basic Operations & Formatting Cells	Last updated on	29 January 2026

1. What is created when you open Microsoft Excel?

- a. Worksheet
- b. Workbook
- c. Document
- d. Presentation

Answer: b. Workbook

Explanation: Excel opens a new blank workbook by default to store data.

2. Which option is used to create a new blank workbook?

- a. File → Open
- b. File → Save
- c. File → New
- d. File → Close

Answer: c. File → New

Explanation: The New option is used to create a fresh workbook.

3. What is the shortcut key to create a new workbook?

- a. Ctrl + O
- b. Ctrl + N
- c. Ctrl + S
- d. Ctrl + W

Answer: b. Ctrl + N

Explanation: Ctrl + N quickly opens a new blank workbook.



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4. Which menu is used to open an existing workbook?

- a. Home
- b. Insert
- c. File
- d. View

Answer: c. File

Explanation: The File menu contains Open, Save, and Close options.

5. Which shortcut is used to open a workbook?

- a. Ctrl + N
- b. Ctrl + O
- c. Ctrl + S
- d. Ctrl + V

Answer: b. Ctrl + O

Explanation: Ctrl + O opens an existing Excel file.

6. Where can Excel files be opened from?

- a. Only Desktop
- b. Only the C Drive
- c. This PC or OneDrive
- d. Clipboard

Answer: c. This PC or OneDrive

Explanation: Excel allows files to be opened from local or cloud locations.



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7. Which option is used to save a workbook?

- a. File → New
- b. File → Open
- c. File → Save
- d. File → Close

Answer: c. File → Save

Explanation: Save stores the workbook with a name and location.

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

- a. Ctrl + C
- b. Ctrl + V
- c. Ctrl + S
- d. Ctrl + W

Answer: c. Ctrl + S

Explanation: Ctrl + S saves the current workbook.

9. What must be entered when saving a workbook for the first time?

- a. Sheet name
- b. Cell address
- c. File name
- d. Formula

Answer: c. File name

Explanation: A file name is required to identify the workbook.



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10. Which option is used to close a workbook?

- a. File → Save
- b. File → Close
- c. File → New
- d. File → Print

Answer: b. File → Close

Explanation: Close exits the current workbook.

11. Which shortcut closes a workbook?

- a. Ctrl + N
- b. Ctrl + O
- c. Ctrl + W
- d. Ctrl + S

Answer: c. Ctrl + W

Explanation: Ctrl + W closes the active workbook.

12. Which button also closes a workbook?

- a. Minimize
- b. Restore
- c. X button
- d. Scroll bar

Answer: c. X button

Explanation: The X button closes the workbook window.



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13. Which type of data includes names like "Gokul"?

- a. Numbers
- b. Dates
- c. Text
- d. Formulas

Answer: c. Text

Explanation: Names and words are treated as text in Excel.

14. Which of the following is numeric data?

- a. English
- b. Gokul
- c. 85
- d. Date

Answer: c. 85

Explanation: Numbers include values like marks and prices.

15. Which is an example of date data?

- a. Gokul
- b. 1000
- c. English
- d. 12-05-2025

Answer: d. 12-05-2025

Explanation: Dates follow a specific date format in Excel.



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16. How can a cell be edited directly?

- a. Right-click
- b. Double-click
- c. Drag mouse
- d. Scroll

Answer: b. Double-click

Explanation: Double-clicking allows editing inside the cell.

17. Which bar allows editing cell content?

- a. Status Bar
- b. Ribbon
- c. Formula Bar
- d. Title Bar

Answer: c. Formula Bar

Explanation: The Formula Bar shows and edits cell data.

18. Which key enables cell editing?

- a. F1
- b. F2
- c. F5
- d. F12

Answer: b. F2

Explanation: F2 activates edit mode for the selected cell.



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19. Which shortcut is used to copy data?

- a. Ctrl + X
- b. Ctrl + C
- c. Ctrl + V
- d. Ctrl + Z

Answer: b. Ctrl + C

Explanation: Copy duplicates selected data.

20. Which shortcut is used to cut the selected cell content?

- a. Ctrl + C
- b. Ctrl + X
- c. Ctrl + V
- d. Ctrl + S

Answer: b. Ctrl + X

Explanation: Cut removes data to paste elsewhere.

21. Which shortcut inserts copied data?

- a. Ctrl + X
- b. Ctrl + V
- c. Ctrl + C
- d. Ctrl + W

Answer: b. Ctrl + V

Explanation: Paste the copied or cut data.



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22. What is the Fill Handle?

- a. A menu option
- b. A ribbon tool
- c. Small square in the cell corner
- d. Formula bar

Answer: c. Small square in the cell corner

Explanation: Fill Handle copies data or patterns quickly.

23. The small square at the bottom-right corner of a selected cell is called the _____.

- a. Status Bar
- b. Ribbon
- c. Fill Handle
- d. Title Bar

Answer: c. Fill Handle

Explanation: The Fill Handle is the small square at the bottom-right corner of a cell, used to copy content or extend sequences.

24. Formatting mainly changes the _____ of data.

- a. Value
- b. Formula
- c. Appearance
- d. Location

Answer: c. Appearance

Explanation: Formatting improves readability and presentation.



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25. Which formatting makes text darker?

- a. Italic
- b. Underline
- c. Bold
- d. Wrap Text

Answer: c. Bold

Explanation: Bold highlights text by making it darker.

26. Which formatting slants text?

- a. Bold
- b. Italic
- c. Underline
- d. Merge

Answer: b. Italic

Explanation: Italic tilts text slightly.

27. Which formatting adds a line below the text?

- a. Bold
- b. Italic
- c. Underline
- d. Wrap

Answer: c. Underline

Explanation: Underline draws a line under text.



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28. Where is alignment formatting found?

- a. Insert tab
- b. View tab
- c. Home tab
- d. Data tab

Answer: c. Home tab

Explanation: Alignment tools are in the Home tab.

29. Which alignment places text in the center?

- a. Left
- b. Right
- c. Center
- d. Top

Answer: c. Center

Explanation: Center alignment positions text in the middle.

30. Which option shows long text in multiple lines?

- a. Merge & Center
- b. Wrap Text
- c. Bold
- d. Fill Handle

Answer: b. Wrap Text

Explanation: Wrap Text displays long content neatly.



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31. Which option combines cells?

- a. Wrap Text
- b. Merge & Center
- c. Align Left
- d. Fill

Answer: b. Merge & Center

Explanation: It merges cells and centers text.

32. Number formatting is found under which tab?

- a. Insert
- b. Home
- c. View
- d. Review

Answer: b. Home

Explanation: Number formats are in the Home tab.

33. Which format is used for money values?

- a. General
- b. Number
- c. Currency
- d. Date

Answer: c. Currency

Explanation: Currency format displays monetary values.



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34. Which format is used for dates?

- a. Percentage
- b. Currency
- c. Date
- d. General

Answer: c. Date

Explanation: Date format displays calendar values.

35. Which format shows values with the % symbol?

- a. General
- b. Date
- c. Percentage
- d. Number

Answer: c. Percentage

Explanation: The percentage format shows values as percentages.

36. Which format is the default in Excel?

- a. Number
- b. Currency
- c. Date
- d. General

Answer: d. General

Explanation: General is the default number format.



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37. Formatting helps data become ____.

- a. Hidden
- b. Complex
- c. Easy to read
- d. Deleted

Answer: c. Easy to read

Explanation: Formatting improves clarity and appearance.

38. Excel data entry is done in_____.

- a. Slides
- b. Cells
- c. Charts
- d. Menus

Answer: b. Cells

Explanation: Cells are used to enter and store data.

39. Which content is part of basic Excel operations?

- a. Audio editing
- b. Workbook handling
- c. Video rendering
- d. Image design

Answer: b. Workbook handling

Explanation: Basic Excel focuses on workbook tasks.



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40. Which shortcut closes Excel files?

- a. Ctrl + S
- b. Ctrl + N
- c. Ctrl + W
- d. Ctrl + C

Answer: c. Ctrl + W

Explanation: Ctrl + W closes the active workbook.

41. Excel is mainly used for_____.

- a. Playing music
- b. Editing videos
- c. Managing data
- d. Drawing images

Answer: c. Managing data

Explanation: Excel is designed to store, organize, and manage data.