



Name of the Bundle	Basic Bundle (2026)	Subject	MS-Office V2
Topic	Working with Rows, Columns, and Sheets	Last updated on	16 February 2026

1. What happens when a new row is inserted in Excel?

- a. Added above the selected row
- b. Added below the selected row
- c. Added at the end
- d. Replaces the row

Ans: a. Added above the selected row

Explanation: Excel always inserts a new row above the currently selected row number.

2. Which action inserts a new row?

- a. Right-click row → Insert
- b. Right-click row → Delete
- c. Right-click cell → Clear
- d. Home → Format

Ans: a. Right-click row → Insert

Explanation: The Insert option adds a new row in the worksheet.

3. The shortcut key to insert rows or columns is_____.

- a. Ctrl + C
- b. Ctrl + V
- c. Ctrl + (+)
- d. Ctrl + (-)

Ans: c. Ctrl + (+)

Explanation: Ctrl + (+) inserts rows or columns quickly.



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4. Which shortcut selects the entire worksheet?

- a. Ctrl + S
- b. Ctrl + A
- c. Ctrl + Spacebar
- d. Shift + Spacebar

Ans: b. Ctrl + A

Explanation: Ctrl + A selects all cells in the worksheet.

5. Which key selects an entire row?

- a. Ctrl + Spacebar
- b. Shift + Spacebar
- c. Alt + Spacebar
- d. Ctrl + A

Ans: b. Shift + Spacebar

Explanation: Shift + Spacebar highlights the complete row.

6. Which key selects an entire column?

- a. Ctrl + A
- b. Shift + Spacebar
- c. Ctrl + Spacebar
- d. Alt + Spacebar

Ans: c. Ctrl + Spacebar

Explanation: Ctrl + Spacebar selects the full column.



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7. What happens when a row is deleted?

- a. Data is hidden
- b. Data is moved
- c. Data is permanently removed
- d. Data is copied

Ans: c. Data is permanently removed

Explanation: Deleted rows or columns cannot be recovered.

8. Which option removes selected rows or columns from view?

- a. Delete
- b. Clear
- c. Hide
- d. Filter

Ans: c. Hide

Explanation: Hide makes rows or columns invisible without deleting data.

9. How to unhide rows or columns?

- a. Select the hidden row directly
- b. Right-click → Unhide
- c. Press Ctrl + Z
- d. Use the Delete option

Ans: b. Right-click → Unhide

Explanation: Unhide restores hidden rows or columns.



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10. Manual resizing of rows is done by_____.

- a. Clicking the Home tab
- b. Double-clicking cell
- c. Dragging row edge
- d. Using the Sort option

Ans: c. Dragging row edge

Explanation: Dragging adjusts the size manually.

11. Auto-resize fits content by_____.

- a. Single-click
- b. Double-clicking the row edge
- c. Dragging column
- d. Using Filter

Ans: b. Double-clicking the row edge

Explanation: Auto-fit adjusts size based on content.

12. Where is the (+) icon used?

- a. Insert chart
- b. Add worksheet
- c. Insert row
- d. Add filter

Ans: b. Add worksheet

Explanation: The + icon creates a new worksheet.



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13. Worksheet tabs are located at_____.

- a. Top of the sheet
- b. Bottom of the workbook
- c. Right side
- d. Menu bar

Ans: b. Bottom of the workbook

Explanation: Sheet tabs appear at the bottom.

14. Renaming a worksheet can be done by_____.

- a. Double-clicking the sheet tab
- b. Clicking Insert
- c. Pressing Ctrl + R
- d. Using the Data tab

Ans: a. Double-clicking the sheet tab

Explanation: Double-click allows renaming the worksheet.

15. Which option copies a worksheet?

- a. Hide
- b. Rename
- c. Move or Copy
- d. Delete

Ans: c. Move or Copy

Explanation: This option duplicates a worksheet.



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16. Dragging a sheet tab is used to_____.

- a. Rename sheet
- b. Delete sheet
- c. Move sheet
- d. Hide sheet

Ans: c. Move sheet

Explanation: Dragging reorders worksheets.

17. Which action deletes a worksheet?

- a. Home → Delete
- b. Right-click sheet → Delete
- c. Data → Delete
- d. Ctrl + D

Ans: b. Right-click sheet → Delete

Explanation: Worksheet deletion is done from the tab menu.

18. Data management mainly focuses on_____.

- a. Printing data
- b. Organizing and updating data
- c. Coloring cells
- d. Inserting images

Ans: b. Organizing and updating data

Explanation: Data management ensures structured and accurate data.



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19. Which is NOT a data management technique here?

- a. Sorting
- b. Filtering
- c. Finding
- d. Drawing

Ans: d. Drawing

Explanation: Drawing is not related to data handling.

20. Sorting arranges data in_____.

- a. Random order
- b. Specific order
- c. Hidden order
- d. Locked order

Ans: b. Specific order

Explanation: Sorting arranges data logically.

21. Ascending order means_____.

- a. Z to A
- b. Largest to smallest
- c. A to Z
- d. Random

Ans: c. A to Z

Explanation: Ascending sorts text from A to Z.



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22. Descending order means_____.

- a. A to Z
- b. Smallest to largest
- c. Z to A
- d. Old to new

Ans: c. Z to A

Explanation: Descending sorts data in reverse order.

23. Sorting can be applied to_____.

- a. Text only
- b. Numbers only
- c. Dates only
- d. Text, numbers, and dates

Ans: d. Text, numbers, and dates

Explanation: Excel supports multiple data types for sorting.

24. Which tab contains sorting options?

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

Ans: c. Data

Explanation: Sorting tools are available in the Data tab.



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25. Filtering is useful for_____.

- a. Small datasets
- b. Large datasets
- c. Images
- d. Charts

Ans: b. Large datasets

Explanation: Filters help view specific records easily.

26. Filtering shows_____.

- a. All data
- b. Only required data
- c. Deleted data
- d. Hidden sheets

Ans: b. Only required data

Explanation: Filters display data matching conditions.

27. Which type of data is useful for filtering?

- a. Numeric data
- b. Text data
- c. Only pictures
- d. Both numeric and text data

Ans: d. Both Numeric and text data

Explanation: It helps display only the rows that match the given condition.



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28. Which option shows the required data?

- a. Sort
- b. Filter
- c. Hide
- d. Delete

Ans: b. Filter

Explanation: The filter option activates data filtering.

29. What is the purpose of the Find Tool?

- a. Replace values
- b. Sort data
- c. Search data
- d. Delete data

Ans: c. Search data

Explanation: Find the specific content in a sheet.

30. Shortcut for Find is_____.

- a. Ctrl + H
- b. Ctrl + F
- c. Ctrl + A
- d. Ctrl + S

Ans: b. Ctrl + F

Explanation: Ctrl + F opens the Find dialog box.



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31. What is the use of the Replace tool?

- a. Search data
- b. Change existing data
- c. Hide data
- d. Sort data

Ans: b. Change existing data

Explanation: Replace modifies selected content.

32. Shortcut for Replace is_____.

- a. Ctrl + F
- b. Ctrl + H
- c. Ctrl + R
- d. Ctrl + D

Ans: b. Ctrl + H

Explanation: Ctrl + H opens the Replace dialog box.

33. Auto-resize adjusts row height based on_____.

- a. Cell color
- b. Font type
- c. Content size
- d. Filter

Ans: c. Content size

Explanation: Auto-fit matches size to data length.



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34. Which feature helps locate specific values quickly?

- a. Sorting
- b. Filtering
- c. Find
- d. Hiding

Ans: c. Find

Explanation: Find searches for specific text or numbers.