Name of the Bundle	IT Fundamentals Bundle	Subject	Fundamentals of Computer & MS Office V1
Topic	Introduction to MS Excel	Last updated on	25 September 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. Excel is widely used in which places?
    a. Games
    b. Videos
    c. Offices and schools
    d. Phone calls

Ans: c. Offices and schools

Explanation: Excel is used in offices and schools to organize data, perform calculations, and make reports.

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4. 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.

5. 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.

6. Where is data entered in Excel?
    a. Ribbon
    b. Title Bar
    c. Worksheet Area
    d. Status Bar

Ans: c. Worksheet Area

Explanation: Data is typed into cells located in the worksheet area.

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7. 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.

8. Which part shows information like Ready or Sum?
    a. Ribbon
    b. Status Bar
    c. Formula Bar
    d. Worksheet

Ans: b. Status Bar

Explanation: The Status Bar shows worksheet status and quick calculations.

9. 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.

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10. 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.

11. 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.

12. 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.

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13. 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.

14. 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.

15. 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.

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16. 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.

17. 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.

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

a. Sheet1
b. A1
c. Row1
d. ColumnA

Ans: b. A1

Explanation: A cell address like A1 refers to the cell at column A and row 1.

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19. In the cell address A1, what does "A" represent?
    a. Row
    b. Workbook
    c. Column
    d. Worksheet

Ans: c. Column

Explanation: In a cell address, the letter indicates the column of the cell.

20. In the cell address A1, what does "1" represent?
    a. Column
    b. Row
    c. Sheet
    d. Workbook

Ans: b. Row

Explanation: In a cell address, the number indicates the row of the cell.

21. 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.

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22. 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.

23. 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.

24. Which range covers 3 columns and 3 rows?

a. A1:A3
b. A1:C1
c. A1:C3
d. A3:C1

Ans: c. A1:C3

Explanation: A1:C3 includes columns A to C and rows 1 to 3.

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25. What is another name for an Excel file?

a. Documents
b. Presentations
c. Workbooks
d. Reports

Ans: c. Workbooks

Explanation: Excel files are referred to as workbooks and can contain multiple worksheets.

26. Sheet1 in Excel is an example of a:

a. Workbook
b. Worksheet
c. Cell
d. Range

Ans: b. Worksheet

Explanation: Sheet1 is the default name given to a worksheet in a workbook.

27. Which is NOT an "Excel interface" part?

a. Ribbon
b. Title Bar
c. Formula Bar
d. Recycle Bin

Ans: d. Recycle Bin

Explanation: Task Manager is part of Windows, not Excel.

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28. 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.

29. How are rows labeled in Excel?

a. A, B, C
b. a, b, c
c. 1, 2, 3
d. i, ii, iii

Ans: c. 1, 2, 3

Explanation: Rows are numbered sequentially from top to bottom.

30. How are columns labeled in Excel?

a. A, B, C
b. 1, 2, 3
c. a, b, c
d. i, ii, iii

Ans: a. A, B, C

Explanation: Columns use letters of the alphabet to identify each column.

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31. What does the cell address B5 indicate?

a. Column 5, Row B
b. Row 5, Column B
c. Worksheet 5
d. Workbook B

Ans: b. Row 5, Column B

Explanation: "B" refers to the column, and "5" refers to the row.

32. 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.

33. 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.

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34. 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.