

Q1. What is the primary function of an electronic spreadsheet in accounting?

- A) Writing financial reports manually
 - B) Automating complex calculations and data analysis
 - C) Printing invoices directly
 - D) Replacing financial statements
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Q2. Which of the following is a feature of electronic spreadsheets that makes them suitable for accounting?

- A) Ability to store handwritten records
 - B) Ability to perform calculations using formulas
 - C) Inability to modify data once entered
 - D) Use of paper-based ledgers
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Q3. What is a key advantage of using electronic spreadsheets over manual accounting?

- A) Requires more effort for calculations
 - B) Provides automated calculations and reduces errors
 - C) Eliminates the need for accountants
 - D) Makes financial data less accessible
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Q4. In an electronic spreadsheet, which function is most commonly used to calculate the total of multiple values?

- A) AVERAGE()
 - B) COUNT()
 - C) SUM()
 - D) CONCATENATE()
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Q5. What is a cell reference in an electronic spreadsheet?

- A) The address of a specific cell in the sheet
 - B) A button to format text
 - C) A tool to delete data
 - D) A function to print reports
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Q6. What is the purpose of using a Pivot Table in spreadsheets?

- A) To manually enter financial data
 - B) To analyze large datasets and summarize data
 - C) To delete records automatically
 - D) To perform handwriting recognition
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Q7. Which of the following spreadsheet functions helps in retrieving specific data from a table?

- A) IF()
 - B) VLOOKUP()
 - C) SUM()
 - D) LEFT()
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Q8. What is a Depreciation Schedule in an electronic spreadsheet?

- A) A report showing loan interest payments
 - B) A table calculating asset depreciation over time
 - C) A chart displaying sales revenue
 - D) A formula to increase profit margin
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Q9. How can an electronic spreadsheet help in loan repayment schedules?

- A) By generating random values for repayment amounts
 - B) By calculating interest and monthly installment amounts
 - C) By deleting previous loan records
 - D) By preventing loan-related calculations
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Q10. How does an electronic spreadsheet assist in payroll accounting?

- A) By randomly selecting salaries
- B) By computing wages, deductions, and tax calculations
- C) By manually writing salary slips
- D) By eliminating salary records

Q11. What is the purpose of the IF function in an electronic spreadsheet?

- A) To perform multiplication of values
 - B) To create conditional logic for decision-making
 - C) To format text
 - D) To generate random numbers
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Q12. What is the use of the HLOOKUP function in spreadsheets?

- A) To look up values horizontally in a row
 - B) To count the number of cells in a range
 - C) To perform mathematical calculations
 - D) To delete duplicate values
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Q13. What is a cell range in an electronic spreadsheet?

- A) A single cell in a sheet
 - B) A group of continuous or non-continuous cells
 - C) A spreadsheet function
 - D) A formatting tool
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Q14. What does the AutoFill feature in spreadsheets do?

- A) Automatically fills a series of numbers, dates, or formulas
 - B) Deletes empty cells
 - C) Prevents formula usage
 - D) Converts data into a table
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Q15. Which spreadsheet function is used to count the number of numeric values in a given range?

- A) COUNT()
 - B) AVERAGE()
 - C) SUM()
 - D) CONCATENATE()
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Q16. What is the purpose of the Data Validation feature in spreadsheets?

- A) To limit user input and prevent errors
 - B) To add colors to cells
 - C) To delete unwanted data
 - D) To create duplicate records
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Q17. What does the Freeze Panes feature do in a spreadsheet?

- A) Locks selected rows or columns while scrolling
 - B) Deletes data permanently
 - C) Changes font style
 - D) Prevents file saving
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Q18. Which function is used to remove extra spaces from text values in spreadsheets?

- A) TRIM()
 - B) LEN()
 - C) MID()
 - D) PROPER()
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Q19. What does the Conditional Formatting feature do in a spreadsheet?

- A) Formats cells based on conditions
- B) Deletes duplicate data

- C) Prevents formula entry
 - D) Converts data into a table
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Q20. What is a Dashboard in electronic spreadsheets?

- A) A visual representation of data using charts and summaries
- B) A built-in calculator
- C) A sheet containing only text
- D) A page for printing documents

Q21. What is the primary purpose of using Pivot Tables in a spreadsheet?

- A) To delete unnecessary data
 - B) To sort and analyze large datasets
 - C) To format text automatically
 - D) To create hyperlinks
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Q22. What does the COUNTIF function do in spreadsheets?

- A) Counts the number of cells meeting a specific condition
 - B) Calculates the sum of a range
 - C) Sorts data alphabetically
 - D) Filters duplicate values
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Q23. Which function is best for calculating loan payments in spreadsheets?

- A) PMT()
 - B) SUM()
 - C) AVERAGE()
 - D) LEN()
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Q24. What does the TEXT function do in spreadsheets?

- A) Converts numeric values into text with formatting
 - B) Deletes unwanted text
 - C) Sorts data alphabetically
 - D) Counts text characters
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Q25. What is the benefit of using the Goal Seek feature in spreadsheets?

- A) To find an unknown input value based on a desired result
 - B) To create financial charts
 - C) To validate data
 - D) To copy formulas automatically
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Q26. What does the LEN function return?

- A) Length of a text string (number of characters)
 - B) The sum of all numbers in a column
 - C) The highest value in a range
 - D) The average of a dataset
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Q27. What is the purpose of the MATCH function?

- A) Finds the position of a value in a list
 - B) Adds values in a column
 - C) Formats numbers
 - D) Removes duplicates
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Q28. What does the Data Filter feature do?

- A) Sorts and displays only relevant data
- B) Deletes empty cells
- C) Converts numbers to text
- D) Creates hyperlinks

Q29. What is the function of the RAND() function?

- A) Generates a random number between 0 and 1
 - B) Rounds off numbers
 - C) Removes blank spaces
 - D) Calculates percentage growth
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Q30. What does the Subtotal function do?

- A) Summarizes data with options like sum, count, or average
- B) Filters records permanently
- C) Sorts numerical data
- D) Converts text into numbers

Q31. Which function helps in rounding off a number to a specified number of decimal places?

- A) ROUND()
 - B) SUM()
 - C) LEFT()
 - D) MATCH()
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Q32. What is the use of the CONCATENATE function in spreadsheets?

- A) Joins two or more text values into a single string
 - B) Finds a value in a table
 - C) Converts numbers into text
 - D) Filters duplicate values
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Q33. What does the NOW() function return?

- A) The current date and time
 - B) The sum of values
 - C) The highest number in a column
 - D) The count of blank cells
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Q34. Which feature is used to lock cells so they cannot be edited?

- A) Data Validation
 - B) Protect Sheet
 - C) Filter
 - D) Conditional Formatting
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Q35. What is the purpose of the VLOOKUP function?

- A) Searches for a value in the first column of a table and returns a corresponding value
 - B) Adds all numbers in a range
 - C) Filters only numerical values
 - D) Sorts data alphabetically
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Q36. What does the HLOOKUP function do?

- A) Searches for a value in the first row of a table and returns a corresponding value
 - B) Highlights duplicate values
 - C) Converts text into uppercase
 - D) Filters only numeric values
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Q37. What is a key advantage of Named Ranges in spreadsheets?

- A) Makes formulas more readable
 - B) Converts text to numbers
 - C) Deletes duplicate data
 - D) Protects against accidental edits
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Q38. What is the use of INDEX and MATCH together?

- A) Finds a value in a table dynamically
 - B) Sorts data
 - C) Deletes empty cells
 - D) Rounds numbers
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Q39. What does the TRIM function do?

- A) Removes extra spaces from text
- B) Sorts values
- C) Converts text into uppercase
- D) Adds decimal places

Q40. What is the primary purpose of Scenario Manager in spreadsheets?

- A) Analyzes different financial situations based on input changes
 - B) Deletes duplicate records
 - C) Filters financial data
 - D) Converts text to numbers
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Q41. What does the TEXTJOIN function do?

- A) Combines multiple text values with a delimiter
 - B) Converts text to numbers
 - C) Deletes duplicate values
 - D) Finds the highest value in a column
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Q42. Which function is used to identify duplicate values?

- A) Conditional Formatting
- B) VLOOKUP

- C) ROUND
 - D) HLOOKUP
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Q43. What does the IFERROR function do?

- A) Returns a custom message if a formula results in an error
 - B) Finds the highest value in a range
 - C) Sorts text alphabetically
 - D) Rounds numbers
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Q44. What is the use of the RANK function?

- A) Returns the ranking of a number in a dataset
 - B) Deletes blank spaces
 - C) Converts numbers to text
 - D) Filters data
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Q45. What does the ISBLANK function check for?

- A) Empty cells
- B) Text formatting
- C) Duplicate values
- D) Number rounding

Q46. What is the primary purpose of Pivot Tables in spreadsheets?

- A) Summarize large datasets dynamically
 - B) Convert text to numbers
 - C) Delete duplicate values
 - D) Create charts automatically
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Q47. What is the primary benefit of using Macros in spreadsheets?

- A) Automates repetitive tasks
 - B) Deletes empty cells
 - C) Converts text into uppercase
 - D) Finds spelling errors
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Q48. Which formula helps in automatically applying calculations to an entire column without manually copying?

- A) ARRAYFORMULA
 - B) COUNTIF
 - C) CONCATENATE
 - D) INDEX
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Q49. What is the function of Goal Seek in spreadsheets?

- A) Helps find input values to achieve a desired output
 - B) Deletes duplicate data
 - C) Converts numbers to percentages
 - D) Sorts data alphabetically
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Q50. What does the Solver tool do in spreadsheets?

- A) Optimizes complex problems by adjusting multiple variables
- B) Filters only numerical data
- C) Converts text to lowercase
- D) Highlights duplicate values