

Create a new Excel Spreadsheet and follow the numbered steps in the image below.

| | A | B | C | D | E | F | G |
|----|--------------------------------|-----------------------------|---------------------|-------------------------|----------------|-----------------------|-----------------------------|
| 1 | Question Text 1 | Type 2 | Choices 3 | Correct Answer 4 | Timer 5 | Max Attempts 6 | Deadline 7 |
| 2 | | | | | 13 5 | 14 3 | 01/01/25, 9:00 PM 15 |
| 3 | What is 2 + 2? 9 | fill-in-the-blank 10 | 11 | 12 | 4 | | |
| 4 | What is the capital? 16 | multiple-choice | Paris,London,Berlin | Paris | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |

1. In Cell A1, type **"Question Text"**.
2. In Cell B1, type **"Type"**.
3. In Cell C1, type **"Choices"**.
4. In Cell D1, type **"Correct Answer"**.
5. In Cell E1, type **"Timer"**.
6. In Cell F1, type **"Max Attempts."**
7. In Cell G1, type **"Deadline"**.
8. Leave cells A2, B2, C3 and D3 Blank. Simply skip to the next row.
9. In cell A3, type the first quiz question.
10. In cell B3, specify the question type (e.g. **"fill-in-the-blank"**, **"multiple-choice"**).
11. In cell C3, list the possible answer choices, separated by commas (Leave the cell blank if the question type is fill-in-the-blank).
12. In cell D3, enter the correct answer.
13. In cell E2, enter the time limit in minutes. (e.g. **5**).
14. In cell F2, enter the maximum number of attempts and the deadline (e.g. **3, 01/01/25 9:00 PM**).
15. In cell G2 enter the deadline following the **Month/Date/Year** format for the date and **Hours/Minutes AM/PM** format for the time.
16. In cell G2 enter the deadline following the Month/Date/Year format for the date and Hours/Minutes AM/PM format for the time.

Adjust column widths as needed to accommodate the content.

MATHWISE

AN E-LEARNING WEBSITE FOR
STO. NIÑO ELEMENTARY SCHOOL