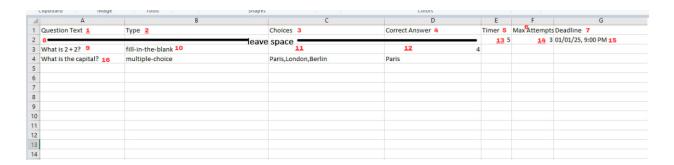
Create a new Excel Spreadsheet and follow the numbered steps in the image below.



- 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.

