1. **What is the default file extension of an Excel 2016 workbook?**  
   a) .docx  
   b) .xlsx  
   c) .pptx  
   d) .xls

**Answer**: b) .xlsx

1. **What is the shortcut key to save an Excel workbook?**  
   a) Ctrl + S  
   b) Ctrl + C  
   c) Ctrl + V  
   d) Ctrl + P

**Answer**: a) Ctrl + S

1. **Which tab contains the 'Insert' function for charts and graphs?**  
   a) Home  
   b) Data  
   c) Insert  
   d) View

**Answer**: c) Insert

1. **Which of the following is NOT a valid data type in Excel?**  
   a) Text  
   b) Number  
   c) Date  
   d) Boolean

**Answer**: d) Boolean

1. **How can you quickly select all the cells in a worksheet?**  
   a) Ctrl + A  
   b) Ctrl + C  
   c) Ctrl + Z  
   d) Shift + A

**Answer**: a) Ctrl + A

**Functions**

1. **Which function is used to calculate the sum of a range of cells?**  
   a) =SUM()  
   b) =ADD()  
   c) =COUNT()  
   d) =TOTAL()

**Answer**: a) =SUM()

1. **What is the purpose of the IF function?**  
   a) To repeat a value  
   b) To perform a conditional test  
   c) To sort data  
   d) To find duplicates

**Answer**: b) To perform a conditional test

1. **Which function is used to find the highest value in a range?**  
   a) =HIGH()  
   b) =MAX()  
   c) =LARGEST()  
   d) =TOP()

**Answer**: b) =MAX()

1. **What does the VLOOKUP function do?**  
   a) Searches for a value in rows  
   b) Searches for a value in a column  
   c) Calculates averages  
   d) Creates graphs

**Answer**: b) Searches for a value in a column

1. **Which function counts only numeric values in a range?**  
   a) =COUNT()  
   b) =COUNTA()  
   c) =COUNTIF()  
   d) =SUM()

**Answer**: a) =COUNT()

**Worksheet & Workbook**

1. **What is the maximum number of rows in an Excel 2016 worksheet?**  
   a) 1,048,576  
   b) 65,536  
   c) 100,000  
   d) 2,048

**Answer**: a) 1,048,576

1. **What is the intersection of a row and a column called?**  
   a) Range  
   b) Table  
   c) Cell  
   d) Worksheet

**Answer**: c) Cell

1. **How do you rename a worksheet in Excel?**  
   a) Double-click the sheet tab  
   b) Right-click the sheet tab and select 'Rename'  
   c) Both a and b  
   d) None of the above

**Answer**: c) Both a and b

1. **What is the default number of sheets in a new Excel workbook?**  
   a) 1  
   b) 3  
   c) 5  
   d) 10

**Answer**: a) 1

1. **Which tab in Excel contains options to protect a workbook?**  
   a) Home  
   b) Review  
   c) Insert  
   d) View

**Answer**: b) Review

**Relative & Absolute Addresses**

1. **What symbol is used to make a cell reference absolute?**  
   a) #  
   b) $  
   c) %  
   d) &

**Answer**: b) $

1. **If a cell reference is written as A1, it is considered:**  
   a) Absolute  
   b) Mixed  
   c) Relative  
   d) Circular

**Answer**: c) Relative

1. **How would you write a mixed cell reference where the column is fixed?**  
   a) A$1  
   b) $A1  
   c) A1$  
   d) $A$1

**Answer**: b) $A1

1. **What happens if you drag a relative reference (e.g., A1) across cells?**  
   a) The reference stays the same  
   b) The reference changes based on the direction  
   c) An error occurs  
   d) The reference is converted to absolute

**Answer**: b) The reference changes based on the direction

1. **Which of the following formulas correctly locks the row when copying?**  
   a) A1  
   b) A$1  
   c) $A1  
   d) $A$1

**Answer**: b) A$1