

MCQs on Basic Understanding and Importance of Google

1. What is Google primarily known for?
 - A. Email services
 - B. Search engine
 - C. Social media platform
 - D. Online shopping

2. Google was founded in which year?
 - A. 1995
 - B. 1998
 - C. 2001
 - D. 2004

3. Who are the founders of Google?
 - A. Steve Jobs and Tim Cook
 - B. Bill Gates and Paul Allen
 - C. Larry Page and Sergey Brin
 - D. Mark Zuckerberg and Eduardo Saverin

4. Google's parent company is known as?
 - A. Microsoft
 - B. Alphabet Inc.
 - C. Amazon
 - D. Meta Platforms

5. What does the Google search algorithm primarily focus on?
 - A. Social connections
 - B. User location
 - C. Web page relevance
 - D. Email security

6. Google Drive is used for?
 - A. Watching videos
 - B. Storing files online
 - C. Editing photos
 - D. Sending text messages

7. Which of the following is NOT a Google product?
 - A. Google Chrome
 - B. Google Maps
 - C. Google Photos
 - D. Google Teams

8. What is Google's advertising service called?
 - A. Google Ads
 - B. Google Market
 - C. Google Pay
 - D. Google Search

9. The Google homepage features a famous?
 - A. Logo
 - B. Calendar
 - C. Music player
 - D. Video player

10. Google's mobile operating system is?

- A. iOS
- B. Windows
- C. Android
- D. HarmonyOS

11. What is Google Scholar used for?

- A. Shopping online
- B. Reading news
- C. Finding academic papers
- D. Social networking

12. Google's email service is known as?

- A. Yahoo Mail
- B. Outlook
- C. Gmail
- D. Hotmail

13. What is the purpose of Google Analytics?

- A. To edit documents
- B. To manage emails
- C. To analyze website traffic
- D. To store files

14. The Google search engine was initially named?

- A. Backrub
- B. Googleplex
- C. PageRank
- D. Webcrawler

15. Google Translate is used for?

- A. Cooking recipes
- B. Language translation
- C. Online shopping
- D. Video editing

16. Google Photos offers?

- A. Cloud storage for photos and videos
- B. Free video games
- C. Online courses
- D. Travel bookings

17. Google Maps provides?

- A. Cloud storage
- B. Navigation and location services
- C. Weather forecasts
- D. Email services

18. What is the main revenue source for Google?
- A. Subscription fees
 - B. Advertising
 - C. Product sales
 - D. Donations
19. The Google Chrome browser is known for its?
- A. High cost
 - B. Slow speed
 - C. Speed and security
 - D. Limited features
20. Google's voice assistant is called?
- A. Siri
 - B. Alexa
 - C. Google Assistant
 - D. Bixby
21. Google's file-sharing service is?
- A. Dropbox
 - B. Google Drive
 - C. iCloud
 - D. OneDrive
22. What is the main feature of Google Keep?
- A. Managing finances
 - B. Taking notes and creating lists
 - C. Sending emails
 - D. Streaming music
23. Google AdSense is used by?
- A. Users to manage their emails
 - B. Advertisers to create ads
 - C. Website owners to earn from ads
 - D. Students to find educational resources
24. The "I'm Feeling Lucky" button on Google's homepage?
- A. Directs to a random website
 - B. Provides email login
 - C. Initiates a video call
 - D. Opens Google Drive
25. Google Earth provides?
- A. Shopping recommendations
 - B. Virtual globe and mapping services
 - C. Online gaming
 - D. News updates
26. Which programming language is commonly associated with Google's development?
- A. Python
 - B. JavaScript
 - C. PHP
 - D. Java

27. Google's initiative to provide free internet access is called?

- A. Project Loon
- B. Google Fiber
- C. Google Glass
- D. Google Wallet

28. What type of company is Google?

- A. Non-profit
- B. Government agency
- C. For-profit corporation
- D. Educational institution

29. Google's data centers are used to?

- A. Manufacture hardware
- B. Host and process data
- C. Design software
- D. Sell consumer products

30. Which Google service helps in finding local businesses?

- A. Google Scholar
- B. Google Maps
- C. Google Drive
- D. Google Photos

MCQs on Google Drive

31. What is the primary function of Google Drive?

- A) Video streaming
- B) Cloud storage
- C) Email management
- D) Social networking

32. Which file types can be stored in Google Drive?

- A) Only documents
- B) Only images
- C) Any type of file
- D) Only videos

33. What feature allows you to share files with others on Google Drive?

- A) Public links
- B) Sharing settings
- C) Download links
- D) Print options

34. How much free storage does Google Drive offer to new users?

- A) 5 GB
- B) 10 GB
- C) 15 GB
- D) 20 GB

35. Which of the following applications is integrated with Google Drive?

- A) Microsoft Word
- B) Google Docs
- C) Adobe Photoshop
- D) VLC Media Player

36. What is the maximum file size you can upload to Google Drive for free?

- A) 1 GB
- B) 5 GB
- C) 15 GB
- D) 50 GB

37. How can you access Google Drive files offline?

- A) By syncing with a desktop app
- B) By emailing them to yourself
- C) By saving them to a USB drive
- D) By using a different cloud service

38. What does the "Shared with me" section in Google Drive display?

- A) Files that are available to download
- B) Files you have shared with others
- C) Files others have shared with you
- D) Files you have recently deleted

39. How can you organize files in Google Drive?

- A) By creating folders
- B) By renaming files
- C) By changing file colors
- D) By adding tags

40. What feature allows you to recover deleted files in Google Drive?

- A) Trash
- B) Archive
- C) Backup
- D) History

41. How do you find a specific file in Google Drive?

- A) By browsing through folders
- B) By using the search bar
- C) By sorting files by date
- D) By checking recent activity

42. Can you edit files directly within Google Drive?

- A) No, only view files
- B) Yes, with Google Docs and Sheets
- C) Yes, but only PDFs
- D) Yes, but only images

43. What can you do with files in Google Drive's "My Drive" section?

- A) Only view them
- B) Share and organize them
- C) Only delete them
- D) Only print them

44. Which of the following is NOT a feature of Google Drive?
- A) Video conferencing
 - B) File sharing
 - C) Cloud storage
 - D) Document editing
45. What does "Google Drive for Business" offer compared to the free version?
- A) Unlimited storage
 - B) Basic cloud storage only
 - C) Additional collaboration tools
 - D) Limited file types
46. What is the purpose of the "Starred" feature in Google Drive?
- A) To highlight important files
 - B) To delete files
 - C) To organize files by color
 - D) To hide files
47. What does "Version History" allow you to do in Google Drive?
- A) Recover previous versions of a file
 - B) Track changes to a document
 - C) Share files with new people
 - D) Encrypt files for security
48. How can you add a file to Google Drive from your computer?
- A) By dragging and dropping
 - B) By copying and pasting
 - C) By emailing it to yourself
 - D) By using a different cloud service
49. What is a key advantage of using Google Drive for file storage?
- A) Access from any device
 - B) Limited file access
 - C) High cost
 - D) No collaboration features
50. What is the main benefit of using Google Drive's collaboration features?
- A) Simultaneous editing by multiple users
 - B) Automatic file backup
 - C) Limited storage capacity
 - D) Enhanced security features
51. How can you share a file with someone who does not have a Google account?
- A) By creating a public link
 - B) By sending a physical copy
 - C) By using a different cloud service
 - D) By inviting them via email
52. What does the "Activity" tab in Google Drive show?
- A) Recent changes to files and folders
 - B) Files that need updating
 - C) Files that are currently being edited
 - D) Files that are shared with others

53. How can you remove a file from your Google Drive without deleting it permanently?

- A) Move it to Trash
- B) Archive it
- C) Download it
- D) Share it with others

54. Which of these is a method to ensure your Google Drive files are secure?

- A) Enable two-factor authentication
- B) Share files with everyone
- C) Use weak passwords
- D) Ignore updates

55. How can you manage your Google Drive storage space?

- A) By checking storage usage and deleting unneeded files
- B) By upgrading to a paid plan only
- C) By avoiding file uploads
- D) By using multiple accounts

56. What is the purpose of the "Recent" section in Google Drive?

- A) To show files you have accessed recently
- B) To display files that are marked as important
- C) To list files that are shared with you
- D) To list files that are deleted

57. Can you convert files into Google Docs format in Google Drive?

- A) Yes, with Google Drive's built-in tools
- B) No, you need a separate application
- C) Yes, but only for images
- D) No, only PDFs can be converted

58. How does Google Drive help with team collaboration?

- A) By allowing real-time editing and comments
- B) By providing offline access only
- C) By limiting file sharing
- D) By restricting file formats

59. What is "Google Drive File Stream"?

- A) A desktop application for accessing Google Drive files
- B) A cloud service for streaming music
- C) A browser extension for file downloads
- D) A mobile app for photo editing

60. How can you organize your Google Drive files for better management?

- A) By creating folders and subfolders
- B) By renaming files only
- C) By color-coding files
- D) By tagging files

61. Which app allows you to view and edit spreadsheets stored in Google Drive?

- A) Google Sheets
- B) Google Slides
- C) Google Photos
- D) Google Keep

62. What is the "Share" button used for in Google Drive?
- A) To allow others to access and edit files
 - B) To download files to your computer
 - C) To delete files from Google Drive
 - D) To hide files from view
63. Can you use Google Drive on mobile devices?
- A) Yes, with the Google Drive mobile app
 - B) No, it is only available on desktops
 - C) Yes, but only for viewing files
 - D) No, mobile access is restricted
64. What is "Google Backup and Sync" used for?
- A) To synchronize files between your computer and Google Drive
 - B) To back up only your photos to Google Drive
 - C) To sync files between different cloud services
 - D) To manage email backups
65. How do you upload files to Google Drive?
- A) Drag and drop files into Google Drive
 - B) Use a third-party upload service
 - C) Send files via email
 - D) Use a USB connection
66. What does the "Ownership" setting in Google Drive determine?
- A) Who controls the file or folder
 - B) Who can only view the file
 - C) Who can only edit the file
 - D) Who can share the file
67. What type of collaboration is possible with Google Drive documents?
- A) Real-time editing and commenting
 - B) Emailing documents for feedback
 - C) Sharing documents via physical copies
 - D) Saving documents to a USB drive
68. How can you check for updates to Google Drive's features?
- A) By visiting the official Google Drive blog
 - B) By contacting customer support
 - C) By searching on social media
 - D) By looking at user reviews
69. What is the "Priority" page in Google Drive used for?
- A) To highlight important files and tasks
 - B) To sort files by size
 - C) To track recent uploads
 - D) To view shared files
70. How can you create a new document in Google Drive?
- A) By using the "New" button and selecting the type of document
 - B) By uploading a file from your computer
 - C) By copying and pasting text
 - D) By importing from another cloud service

71. What is the purpose of "Google Drive's Offline Mode"?
- A) To access files without an internet connection
 - B) To enable file synchronization with other devices
 - C) To automatically backup files
 - D) To share files with others
72. How can you ensure that files are not accidentally deleted in Google Drive?
- A) By setting up file access permissions carefully
 - B) By using multiple cloud services
 - C) By avoiding sharing files
 - D) By regularly checking for file updates
73. What happens to files you move to the "Trash" in Google Drive?
- A) They are temporarily removed and can be restored
 - B) They are permanently deleted
 - C) They are encrypted
 - D) They are automatically shared
74. How do you permanently delete a file from Google Drive?
- A) Empty the Trash folder
 - B) Use the "Delete" option only
 - C) Move the file to another folder
 - D) Disable file sharing
75. What is the function of "Google Drive's Search" feature?
- A) To find specific files or folders quickly
 - B) To organize files by color
 - C) To view recent file changes
 - D) To sort files by size
76. Can you recover files after emptying the Trash in Google Drive?
- A) No, once the Trash is emptied, files are permanently deleted
 - B) Yes, by using recovery software
 - C) Yes, by contacting Google support
 - D) No, but files can be restored from backups
77. What does the "Comments" feature in Google Drive allow users to do?
- A) Add feedback and notes to documents
 - B) Edit the content of a document
 - C) Share documents with others
 - D) Track document revisions
78. What kind of files can you convert to Google Docs format in Google Drive?
- A) Microsoft Word documents and PDFs
 - B) Only text files
 - C) Only images
 - D) Only spreadsheets
79. How can you set file permissions in Google Drive?
- A) By adjusting sharing settings for specific users
 - B) By encrypting the file
 - C) By changing the file name
 - D) By using a separate security application

80. What is the primary purpose of Google Drive's "Organize" feature?

- A) To manage and categorize files and folders
- B) To encrypt files for security
- C) To synchronize files with other cloud services
- D) To download files to your computer

MCQs on Google Docs

81. What is Google Docs primarily used for?

- a) Spreadsheets
- b) Document creation and editing
- c) Email communication
- d) Web browsing

82. Which feature allows you to collaborate with others in Google Docs?

- a) Comments
- b) Sharing
- c) Version history
- d) All of the above

83. How can you share a Google Docs document with others?

- a) By sending a link
- b) By emailing it directly from Google Docs
- c) By inviting people via their email addresses
- d) All of the above

84. What is the default file format for saving documents in Google Docs?

- a) DOCX
- b) PDF
- c) TXT
- d) DOC

85. Which option in Google Docs allows you to restore a previous version of your document?

- a) Revision history
- b) File recovery
- c) Undo button
- d) Document history

86. How can you access Google Docs offline?

- a) By using a mobile app
- b) By enabling offline mode in Google Drive
- c) By downloading the document
- d) All of the above

87. What shortcut can you use to make text bold in Google Docs?

- a) Ctrl + B
- b) Ctrl + I
- c) Ctrl + U
- d) Ctrl + S

88. How can you add a header to a Google Docs document?

- a) Insert > Header & page number
- b) Format > Header
- c) Tools > Header
- d) Edit > Header

89. Which of the following is a text formatting option in Google Docs?
- a) Font size
 - b) Font color
 - c) Text alignment
 - d) All of the above
90. How can you insert a table into a Google Docs document?
- a) Insert > Table
 - b) Tools > Table
 - c) Format > Table
 - d) Edit > Table
91. What feature in Google Docs helps in tracking changes made by collaborators?
- a) Comments
 - b) Suggesting mode
 - c) Chat
 - d) Revision history
92. How do you add a hyperlink to text in Google Docs?
- a) Select the text and use Ctrl + K
 - b) Right-click and select 'Add link'
 - c) Insert > Link
 - d) All of the above
93. What can you use to search for specific content in a Google Docs document?
- a) Find and replace
 - b) Search bar
 - c) Table of contents
 - d) Document outline
94. How can you insert an image into a Google Docs document?
- a) Insert > Image
 - b) Drag and drop the image into the document
 - c) Copy and paste the image
 - d) All of the above
95. What is the purpose of the "Suggesting" mode in Google Docs?
- a) To review and accept or reject changes suggested by collaborators
 - b) To track document revisions
 - c) To print the document
 - d) To add comments
96. How can you create a bulleted list in Google Docs?
- a) Click on the bulleted list icon in the toolbar
 - b) Use the shortcut Ctrl + Shift + 8
 - c) Insert > List
 - d) Format > Bullets
97. What is Google Docs' feature that automatically saves changes?
- a) Auto-save
 - b) Revision history
 - c) Backup
 - d) Draft mode

98. How do you change the document's page orientation in Google Docs?

- a) File > Page setup
- b) Edit > Page layout
- c) Format > Page orientation
- d) View > Page settings

99. Which option allows you to insert a comment in Google Docs?

- a) Insert > Comment
- b) Tools > Comment
- c) Right-click and select 'Comment'
- d) All of the above

100. What does the "Document Outline" feature do in Google Docs?

- a) Provides a navigation panel based on headings
- b) Shows a summary of comments
- c) Lists all revisions
- d) Displays document properties

101. How do you access the Google Docs Help Center?

- a) Click on the Help menu
- b) Press F1
- c) Use the search bar
- d) All of the above

102. What is the purpose of Google Docs' "Explore" feature?

- a) To suggest relevant content and research
- b) To navigate through the document
- c) To insert images
- d) To format text

103. How do you change the document's margin settings in Google Docs?

- a) File > Page setup
- b) Edit > Margins
- c) Format > Page layout
- d) View > Margins

104. What is the default font used in Google Docs?

- a) Arial
- b) Times New Roman
- c) Calibri
- d) Verdana

105. How can you view changes made by collaborators in Google Docs?

- a) By using Revision History
- b) By checking the Suggesting mode
- c) By viewing comments
- d) All of the above

106. How do you add a footnote in Google Docs?

- a) Insert > Footnote
- b) Format > Footnote
- c) Tools > Footnote
- d) Edit > Footnote

107. How do you insert a page break in Google Docs?
- a) Insert > Page break
 - b) Format > Break
 - c) Ctrl + Enter
 - d) All of the above
108. What does the "Revision History" feature in Google Docs do?
- a) Shows all past versions and changes made to the document
 - b) Tracks document views
 - c) Saves document drafts
 - d) Displays comments only
109. How can you format text to be italicized in Google Docs?
- a) Ctrl + I
 - b) Ctrl + B
 - c) Ctrl + U
 - d) Ctrl + S
110. How can you change the background color of a document in Google Docs?
- a) File > Page setup
 - b) Format > Paragraph styles
 - c) Insert > Background color
 - d) Edit > Background color
111. How do you insert a numbered list in Google Docs?
- a) Click on the numbered list icon in the toolbar
 - b) Use the shortcut Ctrl + Shift + 7
 - c) Insert > List
 - d) Format > Numbering
112. What does the "Table of Contents" feature do in Google Docs?
- a) Automatically generates a list of headings
 - b) Shows comments
 - c) Lists document revisions
 - d) Displays document images
113. How do you remove formatting from selected text in Google Docs?
- a) Format > Clear formatting
 - b) Edit > Remove formatting
 - c) Ctrl + Shift + N
 - d) Format > Reset formatting
114. How can you apply a style to a heading in Google Docs?
- a) Format > Paragraph styles
 - b) Insert > Heading
 - c) Edit > Text styles
 - d) Tools > Styles
115. What is the use of the "Find and Replace" feature in Google Docs?
- a) To search for specific text and replace it with new text
 - b) To find comments
 - c) To locate images
 - d) To replace document fonts

116. How do you view the document's word count in Google Docs?
- a) Tools > Word count
 - b) File > Document stats
 - c) Edit > Count words
 - d) View > Word count
117. What is the purpose of the "Comments" feature in Google Docs?
- a) To provide feedback or ask questions about specific parts of the document
 - b) To track changes
 - c) To add images
 - d) To format text
118. How do you adjust line spacing in Google Docs?
- a) Format > Line spacing
 - b) Edit > Spacing
 - c) Tools > Line height
 - d) View > Spacing
119. How can you protect a document from being edited by others in Google Docs?
- a) By setting view-only permissions
 - b) By locking the document
 - c) By using password protection
 - d) By encrypting the document
120. How do you add a page number to a Google Docs document?
- a) Insert > Page numbers
 - b) Format > Page setup
 - c) Tools > Page numbers
 - d) Edit > Page numbering
121. What does the "Suggesting" mode in Google Docs allow you to do?
- a) Make suggestions for changes that can be reviewed and accepted or rejected
 - b) Create a new document
 - c) Share
- the document
- d) Add comments
122. How do you create a hyperlink in Google Docs?
- a) Insert > Link
 - b) Right-click and select 'Link'
 - c) Ctrl + K
 - d) All of the above
123. How can you view the document's page numbers in Google Docs?
- a) Insert > Page numbers
 - b) Format > Page numbers
 - c) View > Page numbers
 - d) Edit > Page numbers

124. What is the purpose of the "Document Outline" feature in Google Docs?
- a) To create a navigational structure based on document headings
 - b) To show comments
 - c) To view document history
 - d) To display revision details
125. How do you insert a drawing into a Google Docs document?
- a) Insert > Drawing
 - b) Tools > Drawing
 - c) Edit > Insert drawing
 - d) Format > Drawing
126. How do you adjust the size of an image in Google Docs?
- a) Click and drag the corners of the image
 - b) Use the Format menu
 - c) Right-click and select 'Resize'
 - d) All of the above
127. What is the purpose of the "Explore" tool in Google Docs?
- a) To research and add content relevant to the document
 - b) To explore other documents
 - c) To search for document history
 - d) To explore formatting options
128. How can you add a bookmark to a Google Docs document?
- a) Insert > Bookmark
 - b) Format > Bookmark
 - c) Tools > Bookmark
 - d) Edit > Bookmark
129. What is the "Offline Mode" in Google Docs?
- a) A feature that allows you to access and edit documents without an internet connection
 - b) A mode for editing without saving
 - c) A setting to disable document sharing
 - d) A feature for offline document printing
130. How do you access Google Docs from a mobile device?
- a) By using the Google Docs mobile app
 - b) By visiting the Google Docs website in a mobile browser
 - c) By syncing with Google Drive
 - d) All of the above

MCQ on Google Sheets

131. What is the main function of Google Sheets?
- a) Create and edit spreadsheets
 - b) Manage emails
 - c) Browse the internet
 - d) Create presentations

132. How do you create a new spreadsheet in Google Sheets?
- a) File > New > Spreadsheet
 - b) Home > New > Spreadsheet
 - c) Insert > Spreadsheet
 - d) Tools > New > Spreadsheet
133. What is the default file extension for Google Sheets files?
- a) .xls
 - b) .xlsx
 - c) .gsheet
 - d) .csv
134. How do you share a Google Sheets file with others?
- a) File > Share
 - b) Edit > Share
 - c) View > Share
 - d) Tools > Share
135. What feature allows you to apply a formula to multiple cells in Google Sheets?
- a) Fill Handle
 - b) Copy and Paste
 - c) Drag and Drop
 - d) Auto-Fill
136. How can you freeze rows or columns in Google Sheets?
- a) View > Freeze
 - b) Format > Freeze
 - c) Insert > Freeze
 - d) Data > Freeze
137. Which function in Google Sheets calculates the sum of a range of cells?
- a) SUM
 - b) AVERAGE
 - c) COUNT
 - d) MAX
138. What does the VLOOKUP function do in Google Sheets?
- a) Looks up a value in a table and returns a corresponding value
 - b) Validates data input
 - c) Visualizes data with charts
 - d) Verifies cell references
139. How do you create a chart in Google Sheets?
- a) Insert > Chart
 - b) Tools > Chart
 - c) Data > Chart
 - d) View > Chart
140. What is the purpose of conditional formatting in Google Sheets?
- a) To format cells based on specific conditions
 - b) To change font style
 - c) To adjust cell size
 - d) To add borders

141. How do you use the FILTER function in Google Sheets?
- a) To display only the data that meets certain criteria
 - b) To sort data
 - c) To hide rows
 - d) To merge cells
142. Which shortcut key is used to open the functions menu in Google Sheets?
- a) Ctrl + Shift + F
 - b) Ctrl + F
 - c) Alt + Shift + F
 - d) Ctrl + Alt + F
143. What does the SPLIT function do in Google Sheets?
- a) Divides text into separate columns based on a delimiter
 - b) Combines multiple cells into one
 - c) Splits the spreadsheet into different sheets
 - d) Separates numerical values
144. How do you protect a sheet or range of cells in Google Sheets?
- a) Data > Protected sheets and ranges
 - b) Format > Protect
 - c) Tools > Protect
 - d) Edit > Lock cells
145. What is the purpose of the QUERY function in Google Sheets?
- a) To perform database-like queries on data
 - b) To create charts
 - c) To summarize data
 - d) To import external data
146. How do you insert a hyperlink in Google Sheets?
- a) Insert > Link
 - b) Format > Link
 - c) Tools > Link
 - d) Edit > Link
147. What function would you use to count the number of cells that contain numbers?
- a) COUNT
 - b) COUNTA
 - c) COUNTIF
 - d) SUM
148. How can you sort data in Google Sheets?
- a) Data > Sort range
 - b) Edit > Sort
 - c) Format > Sort
 - d) View > Sort
149. What does the CONCATENATE function do in Google Sheets?
- a) Joins together multiple text strings
 - b) Calculates the average of numbers
 - c) Counts the number of cells
 - d) Finds the maximum value

150. How can you hide a row or column in Google Sheets?
- a) Right-click and select "Hide row" or "Hide column"
 - b) Use the Format menu
 - c) Use the Data menu
 - d) Use the Insert menu
151. What feature allows you to make data in cells dynamically update?
- a) Formulas
 - b) Conditional formatting
 - c) Charts
 - d) Filters
152. How do you use the PROPER function in Google Sheets?
- a) Capitalizes the first letter of each word in a text string
 - b) Converts text to uppercase
 - c) Converts text to lowercase
 - d) Formats text as a number
153. What is the purpose of the IMPORTRANGE function in Google Sheets?
- a) To import data from another spreadsheet
 - b) To integrate charts
 - c) To format data
 - d) To generate random numbers
154. How can you add a comment to a cell in Google Sheets?
- a) Right-click the cell and select "Comment"
 - b) Insert > Comment
 - c) Data > Comment
 - d) Format > Comment
155. What does the HLOOKUP function do in Google Sheets?
- a) Looks up a value in a row and returns a corresponding value in a column
 - b) Validates data
 - c) Visualizes data
 - d) Combines cells
156. How do you change the font size in Google Sheets?
- a) Format > Text > Font size
 - b) View > Font size
 - c) Edit > Font size
 - d) Tools > Font size
157. What is the use of the SPLIT function in Google Sheets?
- a) To divide text into multiple cells
 - b) To merge cells
 - c) To split a sheet into multiple sheets
 - d) To separate data into different columns
158. How can you make a cell reference absolute in a formula in Google Sheets?
- a) By adding dollar signs (\$) before the column and row references
 - b) By removing the column reference
 - c) By using parentheses
 - d) By adding the word "absolute"

159. How can you use the LEFT function in Google Sheets?
- a) To extract a specified number of characters from the start of a text string
 - b) To find the length of a text string
 - c) To extract characters from the end of a text string
 - d) To combine text strings
160. What does the RIGHT function do in Google Sheets?
- a) Extracts a specified number of characters from the end of a text string
 - b) Finds the length of a text string
 - c) Extracts characters from the start of a text string
 - d) Joins multiple text strings
161. What is the purpose of the MIN function in Google Sheets?
- a) To find the minimum value in a range of cells
 - b) To calculate the average of values
 - c) To count the number of cells
 - d) To find the maximum value
162. How can you apply a border to cells in Google Sheets?
- a) Format > Borders
 - b) Insert > Borders
 - c) Tools > Borders
 - d) Edit > Borders
163. What is the function of the RAND function in Google Sheets?
- a) Generates a random number between 0 and 1
 - b) Calculates the average of numbers
 - c) Counts the number of cells
 - d) Finds the maximum value
164. How do you use the AVERAGE function in Google Sheets?
- a) To calculate the average value of a range of cells
 - b) To find the maximum value
 - c) To count the number of cells
 - d) To sum up values
165. What does the SUBSTITUTE function do in Google Sheets?
- a) Replaces occurrences of a specified text string with another text string
 - b) Adds values
 - c) Counts the number of cells
 - d) Finds the length of a text string
166. How can you apply a filter to data in Google Sheets?
- a) Data > Create a filter
 - b) Tools > Filter
 - c) Format > Filter
 - d) View > Filter
167. How do you use the TODAY function in Google Sheets?
- a) To display the current date
 - b) To find the number of days between dates
 - c) To display the current time
 - d) To calculate the difference between dates

168. What is the function of the IF function in Google Sheets?
- a) To perform a logical test and return different values based on the test result
 - b) To find the maximum value
 - c) To calculate the average
 - d) To count cells
169. How do you create a drop-down list in Google Sheets?
- a) Data > Data validation > List
 - b) Insert > Drop-down
 - c) Format > Drop-down
 - d) Tools > Drop-down
170. What is the use of the CONCAT function in Google Sheets?
- a) To combine multiple text strings into one string
 - b) To count cells
 - c) To format text
 - d) To sort data
171. How do you use the MAX function in Google Sheets?
- a) To find the maximum value in a range of cells
 - b) To calculate the average
 - c) To sum values
 - d) To count cells
172. What does the ARRAYFORMULA function do in Google Sheets?
- a) Applies a formula to a range of cells
 - b) Finds the average of values
 - c) Counts the number of cells
 - d) Joins multiple text strings
173. How can you use the TRIM function in Google Sheets?
- a) To remove extra spaces from text
 - b) To format text
 - c) To count characters
 - d) To find the length of text
174. What does the TRANSPOSE function do in Google Sheets?
- a) Converts rows to columns and columns to rows
 - b) Finds the average value
 - c) Sorts data
 - d) Combines text strings
175. How do you use the UNDO feature in Google Sheets?
- a) Press Ctrl + Z
 - b) Press Ctrl + Y
 - c) Press Ctrl + U
 - d) Press Ctrl + X

176. How can you use the TEXT function in Google Sheets?
- a) To format a number or date as text
 - b) To find the length of text
 - c) To count cells
 - d) To combine text strings
177. What does the COUNTIF function do in Google Sheets?
- a) Counts the number of cells that meet a specific criterion
 - b) Counts the total number of cells
 - c) Counts the number of text strings
 - d) Counts the number of numeric values
178. How do you apply a custom number format in Google Sheets?
- a) Format > Number > Custom number format
 - b) Data > Number > Custom format
 - c) Insert > Number format
 - d) Tools > Custom format
179. How can you use the GOOGLFINANCE function in Google Sheets?
- a) To retrieve financial data from Google Finance
 - b) To track stock prices
 - c) To calculate interest rates
 - d) To create financial charts
180. What does the REGEXMATCH function do in Google Sheets?
- a) Checks if a text matches a regular expression
 - b) Finds a text in a range
 - c) Replaces text based on a pattern
 - d) Splits text into columns

MCQ on Google Slides

181. What is the default slide layout in Google Slides?
- a) Title Slide
 - b) Title and Content
 - c) Blank
 - d) Section Header
182. How can you change the background color of a slide in Google Slides?
- a) Right-click on the slide and select "Change background"
 - b) View > Background
 - c) Format > Background
 - d) Tools > Background
183. How do you add a new slide to a presentation in Google Slides?
- a) File > New slide
 - b) Slide > New slide
 - c) Insert > New slide
 - d) Edit > New slide
184. What is the purpose of the 'Master Slide' feature in Google Slides?
- a) To apply a consistent layout and formatting across all slides
 - b) To create animations
 - c) To add music to slides
 - d) To insert charts

185. How do you insert a video into a slide in Google Slides?

- a) Insert > Video
- b) Slide > Video
- c) File > Insert video
- d) Edit > Video

186. How can you apply a transition effect between slides?

- a) Slide > Transition
- b) Format > Transition
- c) Insert > Transition
- d) Tools > Transition

187. What feature allows you to present your Google Slides presentation remotely?

- a) Present > Presenter view
- b) File > Remote presentation
- c) Tools > Remote access
- d) Share > Present remotely

188. How do you add speaker notes to a slide in Google Slides?

- a) View > Show speaker notes
- b) Insert > Speaker notes
- c) Format > Speaker notes
- d) Tools > Notes

189. How can you collaborate with others on a Google Slides presentation?

- a) File > Share
- b) Edit > Collaborate
- c) Insert > Share
- d) Tools > Share

190. What does the 'Explore' feature do in Google Slides?

- a) Provides design suggestions based on slide content
- b) Adds animations to slides
- c) Inserts images automatically
- d) Creates charts from data

191. How do you resize a text box in Google Slides?

- a) Click and drag the corners of the text box
- b) Format > Resize
- c) View > Resize
- d) Tools > Resize

192. How can you change the slide layout in Google Slides?

- a) Slide > Apply layout
- b) Format > Slide layout
- c) Right-click on the slide and select "Apply layout"
- d) Insert > Layout

193. What is the purpose of the 'Animate' feature in Google Slides?

- a) To add animations to slide elements
- b) To adjust slide transitions
- c) To format text
- d) To create slide layouts

194. How do you duplicate a slide in Google Slides?

- a) Slide > Duplicate slide
- b) Edit > Copy slide
- c) Right-click on the slide and select "Duplicate"
- d) Insert > Duplicate slide

195. How can you change the font style in Google Slides?

- a) Format > Font
- b) View > Font style
- c) Edit > Font
- d) Insert > Font

196. What is the use of the 'Line' tool in Google Slides?

- a) To draw lines or shapes
- b) To create text boxes
- c) To insert images
- d) To add animations

197. How do you link a slide to another slide within the same presentation?

- a) Insert > Link > Slide
- b) Right-click on the text and select "Link"
- c) Slide > Link
- d) Format > Link

198. What feature allows you to hide a slide during a presentation?

- a) Right-click on the slide and select "Skip slide"
- b) Slide > Hide slide
- c) Format > Hide slide
- d) Insert > Hide

199. How do you add a shape to a slide in Google Slides?

- a) Insert > Shape
- b) Slide > Shape
- c) Format > Shape
- d) Tools > Shape

200. How can you align objects on a slide?

- a) Arrange > Align
- b) Format > Align
- c) Slide > Align
- d) View > Align

201. What is the 'Zoom' feature used for in Google Slides?

- a) To adjust the view of the slide
- b) To zoom into an image
- c) To magnify text
- d) To adjust slide transitions

202. How do you change the theme of a Google Slides presentation?

- a) Slide > Change theme
- b) Format > Theme
- c) View > Theme
- d) Slide > Theme

203. How can you check spelling in Google Slides?

- a) Tools > Spelling
- b) Edit > Spelling
- c) Format > Spelling
- d) View > Spelling

204. How do you group objects together on a slide?

- a) Select objects and use Arrange > Group
- b) Format > Group
- c) Slide > Group
- d) Edit > Group

205. What does the 'Present' button do in Google Slides?

- a) Starts the slideshow presentation
- b) Opens the editor
- c) Adds new slides
- d) Prints the slides

206. How can you insert a hyperlink into a slide?

- a) Insert > Link
- b) Edit > Hyperlink
- c) Format > Hyperlink
- d) View > Link

207. How do you move a slide to a different position in the presentation?

- a) Drag and drop the slide
- b) Slide > Move
- c) Format > Move slide
- d) Edit > Reorder slides

208. What does the 'Replace' feature do in Google Slides?

- a) Replaces one item with another, such as an image
- b) Replaces slide text
- c) Replaces slide layout
- d) Replaces slide design

209. How can you add a chart to a slide?

- a) Insert > Chart
- b) File > Add chart
- c) Slide > Chart
- d) Format > Chart

210. How do you set up a slide to automatically advance in Google Slides?

- a) Slide > Transition > After
- b) Format > Timing
- c) Insert > Auto-advance
- d) Tools > Timing

211. What is the 'Slide Sorter' view used for?

- a) To view and rearrange slides in a presentation
- b) To add notes to slides
- c) To edit slide content
- d) To apply transitions

212. How can you add a background image to a slide?

- a) Right-click on the slide and select "Change background"
- b) Insert > Background image
- c) Format > Background
- d) Slide > Image

213. How do you format text in Google Slides?

- a) Highlight text and use the Format menu
- b) Right-click on text and select "Format"
- c) View > Text formatting
- d) Edit > Text style

214. How do you use the 'Explore' feature to add images to a slide?

- a) Click on the Explore button and search for images
- b) Insert > Image > Explore
- c) File > Explore images
- d) View > Explore

215. How can you add a comment to a slide?

- a) Click on the slide and select "Comment"
- b) Insert > Comment
- c) Format > Comment
- d) Tools > Comment

MCQ on Google Forms

216. How do you create a new form in Google Forms?

- a) Click on "New" and select "Form"
- b) Click on "Create" and choose "Form"
- c) Click on the "+" icon
- d) Click on "File" and select "New Form"

217. What is the purpose of the 'Required' option for a question in Google Forms?

- a) To make sure respondents answer the question before submitting the form
- b) To mark the question as optional
- c) To automatically add a default answer
- d) To hide the question from the form

218. How can you add a description to a question in Google Forms?

- a) Click on the question and select "Add description"
- b) Right-click on the question and choose "Description"
- c) Click on the three dots next to the question and select "Add description"
- d) Go to "Settings" and add a description

219. What type of response does the "Multiple Choice" question type in Google Forms collect?

- a) A single response from a list of options
- b) Multiple responses from a list of options
- c) A numerical response
- d) A date response

220. How do you customize the theme of a Google Form?

- a) Click on the "Customize Theme" button
- b) Go to "Form Settings" and select "Theme"
- c) Click on the "Palette" icon
- d) Select "Form" and choose "Change Theme"

221. How do you add a new section to a Google Form?

- a) Click on the "Add Section" button
- b) Click on the "+" icon and select "Section"
- c) Go to "Insert" and choose "Section"
- d) Click on "Add Page"

222. What does the "Quiz" mode in Google Forms allow you to do?

- a) Automatically grade responses and provide feedback
- b) Add video questions
- c) Create survey forms
- d) Track form submissions

223. How can you view form responses in Google Forms?

- a) Click on the "Responses" tab
- b) Go to "Settings" and select "Responses"
- c) Click on the "View" button
- d) Select "Results" from the menu

224. How do you share a Google Form with others?

- a) Click on the "Send" button and choose the sharing method
- b) Go to "File" and select "Share"
- c) Click on "Share" and enter email addresses
- d) Use the "Publish" option

225. What is the function of the "Add-ons" feature in Google Forms?

- a) To add extra functionalities or integrations with other tools
- b) To add more questions
- c) To change form color
- d) To create new forms

226. How do you make a question required in Google Forms?

- a) Toggle the "Required" switch on
- b) Check the "Make Required" box
- c) Click on "Options" and select "Required"
- d) Add a note indicating it's required

227. How can you change the form's confirmation message?

- a) Go to "Settings" and select "Confirmation Message"
- b) Click on the "Edit" button next to the confirmation message
- c) Select "Form" and choose "Edit Confirmation"
- d) Click on "Responses" and modify the message

228. What type of data does the "Short Answer" question type collect?

- a) A brief textual response
- b) A long textual response
- c) Multiple choice options
- d) Numerical responses

229. How can you view individual responses in Google Forms?

- a) Click on the "Individual" tab under "Responses"
- b) Go to "Results" and select "Individual Responses"
- c) Click on "View Responses"
- d) Select "Summary" from the "Responses" tab

230. What does the "Preview" button do in Google Forms?

- a) Allows you to see how the form will look to respondents before publishing
- b) Shows a summary of responses
- c) Provides an overview of form settings
- d) Displays a sample question

231. How can you add an image to a Google Form?

- a) Click on the "Image" icon and upload the image
- b) Go to "Insert" and select "Image"
- c) Drag and drop the image into the form
- d) Use the "Add Media" button

232. How do you delete a question in Google Forms?

- a) Click on the trash can icon next to the question
- b) Select the question and press "Delete"
- c) Go to "Options" and choose "Delete Question"
- d) Right-click on the question and select "Delete"

233. How do you enable response validation for a question?

- a) Click on "More options" and select "Response validation"
- b) Go to "Settings" and choose "Response Validation"
- c) Select the question and click on "Validation"
- d) Use the "Add-ons" feature to enable validation

234. What is the use of the "Collect email addresses" option in Google Forms?

- a) To automatically collect email addresses from respondents
- b) To send email notifications to respondents
- c) To track email opens
- d) To validate email formats

235. How can you require respondents to sign in to Google to submit a form?

- a) Go to "Settings" and enable "Restrict to users in [organization]"
- b) Click on "Send" and choose "Sign In Required"
- c) Use "Form Settings" to add a sign-in requirement
- d) Enable "Google Account" option under "Access"

236. How do you make a form available in multiple languages?

- a) Manually translate questions and options
- b) Use the "Translation" add-on
- c) Create separate forms for each language
- d) Click on "Language Options" in settings

237. How can you change the order of questions in a Google Form?

- a) Drag and drop the questions in the desired order
- b) Go to "Edit" and select "Reorder Questions"
- c) Click on "Options" and use "Move Up" or "Move Down"
- d) Use the "Arrange" menu to reorder

238. What does the "Shuffle option order" feature do?

- a) Randomizes the order of multiple-choice options for each respondent
- b) Changes the order of questions
- c) Randomly selects which questions to show
- d) Rearranges the form sections

239. How do you add a video to a Google Form?

- a) Click on the "Video" icon and insert the video URL
- b) Go to "Insert" and choose "Video"
- c) Use the "Add Media" option to include a video
- d) Drag and drop the video file into the form

240. What is the purpose of the "Duplicate" option for a question in Google Forms?

- a) To create a copy of the question
- b) To add a new answer choice
- c) To modify the question type
- d) To link the question to another form

241. How do you set up a form to automatically send a response receipt to respondents?

- a) Go to "Settings" and enable "Response receipt"
- b) Click on "Send" and choose "Send Receipt"
- c) Use "Form Settings" to add response receipt
- d) Enable "Email Confirmation" under "Responses"

242. How can you create a form with conditional logic?

- a) Use the "Go to section based on answer" option
- b) Apply "Conditional Formatting"
- c) Use the "Logic" add-on
- d) Manually set up logic in the questions

243. What is the function of the "Limit to 1 response" setting in Google Forms?

- a) Restricts each respondent to only one form submission
- b) Limits the number of responses for the entire form
- c) Allows only one response per section
- d) Restricts answers to a single choice

244. How can you download form responses to a spreadsheet?

- a) Click on the "Create Spreadsheet" button under "Responses"
- b) Go to "File" and select "Download Responses"
- c) Use the "Export" option to save responses as a spreadsheet
- d) Select "Download" from the "Responses" tab

245. How do you set up a form to be accessible only to specific users?

- a) Go to "Settings" and enable "Restrict to users in [organization]"
- b) Use the "Share" button to specify user access
- c) Apply "Access Control" in the form settings
- d) Set up user permissions in the "Edit" menu

246. How can you preview a form before sharing it with respondents?

- a) Click on the "Preview" button at the top right
- b) Go to "View" and select "Preview Form"
- c) Use the "Test" feature under "Form Settings"
- d) Click on "Show Form" to see the preview

247. How do you add a title to a Google Form?

- a) Click on the form title area and enter the title
- b) Go to "Form Settings" and input the title
- c) Use the "Insert" menu to add a title
- d) Click on "Edit" and choose "Add Title"

248. How can you use sections to organize a Google Form?

- a) Add sections by clicking on the "Add Section" button
- b) Use the "Organize" feature in form settings
- c) Group questions manually under each section
- d) Apply the "Section" template from the "Create" menu

249. How do you restrict a form to only be filled out once per respondent?

- a) Enable "Limit to 1 response" in form settings
- b) Use the "One-Time Submission" option under "Access"
- c) Apply a restriction through "User Settings"
- d) Add a note to the form about one-time submission

250. How can you use Google Forms to collect data from a survey?

- a) Create a form with various question types and share it with respondents
- b) Use the "Survey" template available in Google Forms
- c) Generate a survey through the "Create Survey" option
- d) Add a survey section to an existing form