

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

31. What is the primary purpose of Google Drive?

a) Email communication

b) Cloud storage and collaboration

c) Video editing

d) Antivirus protection

32. Which Google app is best suited for creating presentations?

a) Google Docs

b) Google Sheets

c) Google Slides

d) Google Drive

33. Why are Google apps considered essential in modern productivity?

a) They are only available offline

- b) They are subscription-based only
- c) They promote real-time collaboration
- d) They have limited functionality

34. Which Google app would you use to conduct a survey?

- a) Google Sheets
- b) Google Docs
- c) Google Slides
- d) Google Forms

35. What do you need to use Google apps like Docs and Sheets?

- a) Microsoft account
- b) Yahoo account
- c) Google account
- d) Adobe ID

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

81. What is the first step to use Google Drive?

- a) Install Microsoft Word
- b) Sign in with a Google account
- c) Open Excel
- d) Purchase a license

82. Google Drive allows offline editing by:

- a) Logging out of the account
- b) Disabling internet
- c) Enabling offline mode
- d) Using Safari browser

83. What is NOT a feature of Google Drive?

- a) File sharing
- b) Creating documents
- c) Image editing
- d) Folder organization

84. You can convert Microsoft Word files into Google Docs using:

- a) File > Print
- b) File > Download
- c) File > Open in Google Docs
- d) Right-click > Copy

85. Which of the following apps can be used inside Google Drive?

- a) VLC Media Player
- b) Google Maps

- c) Google Docs
- d) Adobe Premiere

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
131. Which option is used to format text in Google Docs?
- a) File tab
 - b) Toolbar
 - c) View tab
 - d) Edit tab
132. How can you insert an image in Google Docs?
- a) Insert > Image
 - b) Tools > Drawing
 - c) Format > Picture
 - d) View > Insert
133. What does the revision history tool do?
- a) Shows page numbers
 - b) Tracks changes made over time
 - c) Deletes old files
 - d) Reduces file size
134. Which sharing mode allows someone to only view the document?
- a) Editing
 - b) Suggesting
 - c) Viewing
 - d) Commenting
135. Where can you find the option to create a new document?
- a) File > Import
 - b) Drive > New > Google Docs
 - c) View > New Document
 - d) Tools > Create
136. You can use the web clipboard to:
- a) Save files offline
 - b) Share files
 - c) Save content to paste across documents
 - d) Insert charts
137. To insert a table in Docs:
- a) Format > Table
 - b) Tools > Insert Table
 - c) Insert > Table

d) View > Table

MCQ on Google Sheets

138. What is the main function of Google Sheets?

- a) Create and edit spreadsheets
- b) Manage emails
- c) Browse the internet
- d) Create presentations

139. 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

140. What is the default file extension for Google Sheets files?

- a) .xls
- b) .xlsx
- c) .gsheet
- d) .csv

141. How do you share a Google Sheets file with others?

- a) File > Share
- b) Edit > Share
- c) View > Share
- d) Tools > Share

142. 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

143. How can you freeze rows or columns in Google Sheets?

- a) View > Freeze
- b) Format > Freeze
- c) Insert > Freeze
- d) Data > Freeze

144. Which function in Google Sheets calculates the sum of a range of cells?

- a) SUM
- b) AVERAGE
- c) COUNT
- d) MAX

145. 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

146. How do you create a chart in Google Sheets?

- a) Insert > Chart
- b) Tools > Chart
- c) Data > Chart
- d) View > Chart

147. 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

148. 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

149. 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

150. 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

151. 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

152. 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

153. How do you insert a hyperlink in Google Sheets?

- a) Insert > Link

- b) Format > Link
- c) Tools > Link
- d) Edit > Link

154. What function would you use to count the number of cells that contain numbers?

- a) COUNT
- b) COUNTA
- c) COUNTIF
- d) SUM

155. How can you sort data in Google Sheets?

- a) Data > Sort range
- b) Edit > Sort
- c) Format > Sort
- d) View > Sort

156. 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

157. 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

158. What feature allows you to make data in cells dynamically update?

- a) Formulas
- b) Conditional formatting
- c) Charts
- d) Filters

159. 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

160. 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

161. 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

162. 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

163. 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

164. 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

165. 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"

166. 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

167. 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

168. 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

169. How can you apply a border to cells in Google Sheets?

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

170. 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

171. 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

172. 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

173. 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

174. 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

175. 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

176. How do you create a drop-down list in Google Sheets?

- a) Data > Data validation > List
- b) Insert > Drop-down
- c) Format > Dropdown
- d) Tools > Drop-down

177. 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

178. 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
179. 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
180. 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
181. 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
182. 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
183. 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
184. 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
185. 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

186. Which of the following can be used to perform calculations in Google Sheets?
- a) Comments
 - b) Filters
 - c) Formulas
 - d) Animations
187. You can use filters in Sheets to:
- a) Change themes
 - b) Sort and display specific data
 - c) Insert hyperlinks
 - d) Create folders
188. Which feature allows multiple users to work on the same spreadsheet?
- a) Password protection
 - b) Comments
 - c) Sharing
 - d) Conditional formatting
189. What tool helps in leaving notes for collaborators in Google Sheets?
- a) Comment tool
 - b) Merge cells
 - c) Pivot table
 - d) Named ranges
190. To add a new sheet tab in Google Sheets:
- a) File > Add Sheet
 - b) Right-click on existing tab > Insert
 - c) Click the "+" icon next to existing tabs
 - d) View > Add Tab

MCQ on Google Slides

191. What is the default slide layout in Google Slides?
- a) Title Slide
 - b) Title and Content
 - c) Blank
 - d) Section Header
192. 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
193. 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

194. 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

195. 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

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

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

197. 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

198. 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

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

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

200. 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

201. 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

202. 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

203. 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

204. 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

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

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

206. 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

207. 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

208. 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

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

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

210. How can you align objects on a slide?

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

211. 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

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

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

213. How can you check spelling in Google Slides?

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

214. 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

215. 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

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

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

217. 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

218. 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

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

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

220. 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

221. 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

222. 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

223. 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

224. 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

225. 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

226. Google Slides is mainly used for:

- a) Writing essays
- b) Data entry
- c) Making presentations

d) Coding

227. How can you make a presentation more visually appealing?

- a) Use formulas
- b) Use artistic themes and transitions
- c) Insert tables only
- d) Keep slides blank

228. Which of the following is a slide layout option?

- a) Chart
- b) Text box
- c) Title and Body
- d) Folder

229. To present your Google Slides, you click:

- a) File > Download
- b) Insert > Chart
- c) View > Full Screen
- d) Present button

Answer: d) Present button

MCQ on Google Forms

230. 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"

231. 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

232. 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

233. 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

234. 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"

235. 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"

236. 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

237. 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

238. 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

239. 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

240. 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

241. 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

242. 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

243. 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

244. 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

245. 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

246. 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"

247. 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

248. 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

249. 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"

250. 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

251. 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

252. 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

253. 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

254. 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

255. 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"

256. 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

257. 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

258. 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

259. 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

260. 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

261. 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"

262. 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

263. 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

264. 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

265. To collect responses in Sheets from Forms:

- a) Tools > Send to Sheets
- b) Settings > Enable Charts
- c) Responses > Link to Sheets
- d) View > Copy

266. How do you customize the look of your form?

- a) Insert > Drawing
- b) Settings > Colors

- c) Theme customization
- d) File > Page setup

267. Which feature allows quiz creation in Forms?

- a) View > Quiz
- b) Tools > Make Quiz
- c) Settings > Quizes
- d) File > Quiz Builder

268. You can manage responses in Google Forms through:

- a) Add-ons only
- b) The Responses tab
- c) Slide settings
- d) File -> Form Manager

269. Which platform supports Google mobile apps?

- a) Windows only
- b) Android and iOS
- c) macOS only
- d) Linux only

270. Which mobile app lets you scan and upload documents to Drive?

- a) Google Calendar
- b) Google Drive
- c) Google Meet
- d) Google Chat

271. What is required to sync mobile Google apps?

- a) USB drive
- b) Bluetooth
- c) Internet connection
- d) SIM card

272. Can you access Google Docs offline on mobile?

- a) No
- b) Yes, with offline mode enabled
- c) Only with a data pack
- d) Only in Chrome

273. Which Google mobile app helps manage tasks and reminders?

- a) Google Docs
- b) Google Calendar
- c) Google Meet
- d) Google Tasks

Extra Questions

1. Which platform provides Google Forms?

- A. Yahoo
- B. Microsoft
- C. Google
- D. Apple

Answer: C. Google

2. How can you access Google Forms directly?

- A. googleforms.com
- B. drive.google.com/forms
- C. forms.google.com
- D. mail.google.com

Answer: C. forms.google.com

3. Which of the following is a valid form creation method?

- A. Using Excel
- B. Opening from Gmail
- C. Starting from a blank form
- D. Through Google Maps

Answer: C. Starting from a blank form

4. What is the default name of a new form?

- A. New Form
- B. Blank Form
- C. Untitled form
- D. Survey Template

Answer: C. Untitled form

5. Where do you click to add a new question?

- A. Settings
- B. Insert
- C. + button on sidebar
- D. Preview

Answer: C. + button on sidebar

6. Which question type allows only one answer?

- A. Checkboxes
- B. Dropdown
- C. Multiple choice
- D. Paragraph

Answer: C. Multiple choice

7. Which option allows users to upload files?

- A. File upload
- B. Text input
- C. Dropdown
- D. Paragraph

Answer: A. File upload

8. Which item allows long text input from users?

- A. Multiple choice
- B. Short answer
- C. Paragraph
- D. Checkbox

Answer: C. Paragraph

9. What is the purpose of the “Short answer” field?

- A. Upload files
- B. Write essay answers
- C. Provide a few words or a short sentence
- D. Choose multiple answers

Answer: C. Provide a few words or a short sentence

10. What is the first step before adding questions?

- A. Create a Google Sheet
- B. Name the form
- C. Share the form
- D. Preview the form

Answer: B. Name the form

11. Which feature enables users to jump to sections based on answers?

- A. Response limit
- B. Branching logic
- C. Text validation
- D. Data visualization

Answer: B. Branching logic

12. What does “Make this a quiz” do?

- A. Turns responses into images
- B. Adds YouTube links
- C. Enables auto-grading
- D. Disables form sharing

Answer: C. Enables auto-grading

13. Which of these is NOT a valid setting in Google Forms?

- A. Limit to 1 response
- B. Allow edit after submit
- C. Enable dark mode

D. Show progress bar

Answer: C. Enable dark mode

14. What does enabling "Collect email addresses" do?

A. Shares the form automatically

B. Saves responses offline

C. Records users' emails

D. Hides questions

Answer: C. Records users' emails

15. In which tab do you enable quiz mode?

A. Responses

B. Questions

C. Settings

D. Preview

Answer: C. Settings

16. Which setting hides the correct answers from respondents?

A. Shuffle questions

B. Limit to 1 response

C. Release grade manually

D. Add collaborators

Answer: C. Release grade manually

17. What happens when you shuffle question order?

A. Deletes all questions

B. Questions appear in random order

C. Disables submission

D. Locks the form

Answer: B. Questions appear in random order

18. Where do you assign point values to questions?

A. Preview tab

B. Quiz settings

C. Directly under each question

D. Form title

Answer: C. Directly under each question

19. Which feature helps reduce duplicate responses?

A. Progress bar

B. Confirmation message

C. Limit to one response

D. Question branching

Answer: C. Limit to one response

20. What does the confirmation message do?

A. Grades responses

B. Notifies collaborators

C. Shows a thank-you message

D. Validates inputs

Answer: C. Shows a thank-you message

21. How can you send a Google Form via email?

A. Download it

B. Click the "Send" button

C. Save it to desktop

D. Share via YouTube

Answer: B. Click the "Send" button

22. Which method is used to embed a Google Form on a website?

A. .exe file

B. CSS code

C. Embed HTML

D. PDF link

Answer: C. Embed HTML

23. What is one way to reduce the URL length of a form?

A. Use preview mode

B. Enable quiz mode

C. Use "Shorten URL" checkbox

D. Print the form

Answer: C. Use "Shorten URL" checkbox

24. What happens when you click "Add Collaborators"?

A. Locks form responses

B. Enables others to edit the form

C. Deletes the form

D. Sends a quiz report

Answer: B. Enables others to edit the form

25. What must users do to limit one response per person?

A. Add images

B. Require sign-in

C. Use branching

D. Turn on shuffle

Answer: B. Require sign-in

26. Where can forms be stored and accessed?

A. Gmail

B. YouTube

C. Google Drive

D. Google Maps

Answer: C. Google Drive

27. Which sharing method does NOT require email?

- A. Direct email
- B. Embed code
- C. Public link
- D. Collaborator access

Answer: C. Public link

28. How do you view the live version of your form?

- A. Preview button
- B. Edit mode
- C. Settings tab
- D. Responses tab

Answer: A. Preview button

29. What happens when someone submits a form?

- A. It deletes the form
- B. It sends the response to your Google Sheets
- C. It logs them out
- D. It locks the form

Answer: B. It sends the response to your Google Sheets

30. What is the use of “Send” tab in Google Forms?

- A. Customize design
- B. Add video
- C. Share the form
- D. Enable file upload

Answer: C. Share the form

31. How can you change the background color of a form?

- A. Settings tab
- B. Paint icon (Customize Theme)
- C. Preview window
- D. Question editor

Answer: B. Paint icon (Customize Theme)

32. What is added to questions for visual aid?

- A. Music
- B. Photos and videos
- C. Graphs
- D. Timers

Answer: B. Photos and videos

33. How can you add a score to a quiz question?

- A. Change theme
- B. Add a description
- C. Enable quiz mode and assign points

D. Rename form

Answer: C. Enable quiz mode and assign points

34. Which option provides feedback for correct or incorrect answers?

A. Text validation

B. File upload

C. Answer feedback

D. Color scheme

Answer: C. Answer feedback

35. Why would you use section breaks in a survey?

A. To reduce file size

B. To organize and structure long forms

C. To send emails

D. To delete questions

Answer: B. To organize and structure long forms

36. What feature is used to add a title to a new section?

A. Add image

B. Add description

C. Add title and section

D. Add question

Answer: C. Add title and section

37. How do you change font style in Google Forms?

A. Preview tab

B. Settings tab

C. Customize Theme

D. Quiz options

Answer: C. Customize Theme

38. What is a benefit of using a quiz instead of a regular form?

A. Anonymous results

B. File sharing

C. Auto-grading and feedback

D. Larger form size

Answer: C. Auto-grading and feedback

39. What can be inserted from YouTube into a Google Form?

A. PDF

B. Video

C. Audio

D. Spreadsheet

Answer: B. Video

40. How can a user add a personalized message after submission?

A. Enable limit response

B. Customize confirmation message

C. Preview the form

D. Change background

Answer: B. Customize confirmation message

41. Where are form responses stored by default?

A. Google Docs

B. Google Calendar

C. Google Forms itself

D. Google Sheets only

Answer: C. Google Forms itself

42. What does the “Create Spreadsheet” option do?

A. Deletes responses

B. Exports responses to Google Sheets

C. Summarizes data in graphs

D. Adds questions

Answer: B. Exports responses to Google Sheets

43. How can you stop collecting responses?

A. Delete questions

B. Disable quiz mode

C. Toggle “Accepting responses” off

D. Share again

Answer: C. Toggle “Accepting responses” off

44. Which response view shows a detailed single submission?

A. Summary

B. Question view

C. Individual view

D. Settings tab

Answer: C. Individual view

45. What does enabling notifications for new responses do?

A. Blocks future responses

B. Notifies all respondents

C. Emails the form creator

D. Sends results to a printer

Answer: C. Emails the form creator

46. Can you filter responses using Google Sheets?

A. No

B. Only for quizzes

C. Yes, using filters

D. Only if less than 100 responses

Answer: C. Yes, using filters

47. What type of chart can be generated in Google Sheets?

- A. Circle diagram
 - B. Pie chart
 - C. Network map
 - D. Flowchart
- Answer: B. Pie chart

48. What action is not available in the “Responses” tab?

- A. Delete form
 - B. View summary
 - C. Export to Sheets
 - D. Individual answers
- Answer: A. Delete form

49. How can you protect response data?

- A. Print the form
 - B. Lock the screen
 - C. Use Google account permissions
 - D. Disable quiz mode
- Answer: C. Use Google account permissions

50. What does the “Summary” section in Responses show?

- A. Only scores
 - B. Total number of responses
 - C. Individual answers
 - D. Hidden questions
- Answer: B. Total number of responses

51. Google Docs saves your work automatically in:

- a) USB
 - b) Google Drive
 - c) Local drive
 - d) Microsoft Cloud
- Answer: b) Google Drive

52. Which file type can Google Sheets export to?

- a) .psd
 - b) .exe
 - c) .xlsx
 - d) .wav
- Answer: c) .xlsx

53. What can you use to make your slide transitions dynamic?

- a) Filters
- b) Animations
- c) Pivot tables

d) Charts

Answer: b) Animations

54. Can you restrict access to a Google Sheet?

a) No

b) Yes, through sharing permissions

c) Only if you download it

d) Only with premium

Answer: b) Yes, through sharing permissions

55. What is one advantage of using Google Docs over Microsoft Word?

a) Higher quality templates

b) Offline-only access

c) Real-time collaboration

d) Better printing features

Answer: c) Real-time collaboration

56. Google Forms can automatically grade:

a) Short answers

b) Paragraph responses

c) Multiple-choice quizzes

d) Essay questions

Answer: c) Multiple-choice quizzes

57. Which Google app helps visualize spreadsheet data?

a) Google Docs

b) Google Forms

c) Google Slides

d) Google Sheets

Answer: d) Google Sheets

58. Which add-ons are supported in Google Workspace apps?

a) Chrome extensions

b) Google Play apps

c) Workspace Marketplace add-ons

d) Windows apps

Answer: c) Workspace Marketplace add-ons

59. Google Drive offers how much free storage (as of 2024)?

a) 5 GB

b) 15 GB

c) 20 GB

d) Unlimited

Answer: b) 15 GB

60. Which Google app is best for organizing folders and files?

a) Google Forms

b) Google Docs

c) Google Drive

d) Google Slides

Answer: c) Google Drive