

Google Sheets as a tool to manage and analyze data

Unit: Data Analysis and Representation (Google Sheets) - Student Practice Worksheet

Overview: Twenty minutes of typing vanished when Pixel restarted itself. Anaya stared at the empty screen. Six stalls, six sets of sales, and one very old desktop that had chosen the worst possible moment.

Practice Questions (30 Total)

Section A - Easy

Q1. How are columns and rows named in Google Sheets?

	A	B
1		
2		B2

- ☐ A. Letters across, numbers down
- ☐ B. Numbers across, letters down
- ☐ C. Letters across, letters down
- ☐ D. Numbers across, numbers down

Q2. What caused Anaya's twenty minutes of typing to vanish at the start of the story?

- ☐ A. Pixel, the old desktop, restarted itself
- ☐ B. Anaya closed the browser by mistake
- ☐ C. The Wi-Fi router broke
- ☐ D. Someone deleted her file on purpose

Q3. What do you need to install before you can start using Google Sheets?

- ☐ A. A special disc
- ☐ B. Nothing — it opens in a web browser
- ☐ C. A printer driver
- ☐ D. An offline spreadsheet app

Q4. What is a single box in a spreadsheet called?



- ☐ A. A row
- ☐ B. A column
- ☐ C. A cell
- ☐ D. A sheet

Q5. What happened to the sheet's numbers when the electricity went at 3:40 pm?

- ☐ A. They were all still there when the sheet was reopened, because of autosave
- ☐ B. They were lost along with Pixel's typing
- ☐ C. Only half the numbers survived
- ☐ D. The sheet asked everyone to retype their numbers

Q6. How many stalls were at the Diwali fair?

- ☐ A. Five
- ☐ B. Six
- ☐ C. Seven
- ☐ D. Four

Q7. In a cell address like B3, which part comes first?



- ☐ A. The row number
- ☐ B. Order doesn't matter — either way works
- ☐ C. It depends on the spreadsheet you use
- ☐ D. The column letter

Q8. Where does Google Sheets save your work by itself?

- ☐ A. On the computer's desktop
- ☐ B. On a pen drive
- ☐ C. Nowhere until you press save
- ☐ D. In Google Drive

Q9. Which stall came second in total sales, to everyone's surprise?

- ☐ A. Ladoo
- ☐ B. Lemonade
- ☐ C. Rangoli
- ☐ D. Cards

Q10. What were the total sales of the Diwali fair?

- ☐ A. Rs. 4,760
- ☐ B. Rs. 4,660
- ☐ C. Rs. 4,860
- ☐ D. Rs. 4,960

Section B - Medium

Q11. Stall names are in column A and sales in column B, starting at row 2. Which cell holds the lemonade stall's Rs. 980?

A names

B sales

start at row 2

- ☐ A. B2
- ☐ B. B3
- ☐ C. C3
- ☐ D. A3

Q12. Why did Ms. Rao say "B2" instead of "the box near the top"?

- ☐ A. It is shorter to say
- ☐ B. Sheets only accepts typed addresses
- ☐ C. It names one exact box on every screen
- ☐ D. The top row moves during the day

Q13. Add the six stalls in the table. What were the total sales?

- ☐ A. Rs. 4,660
- ☐ B. Rs. 4,760
- ☐ C. Rs. 4,860

☐ D. Rs. 4,960

Q14. Ms. Rao shared the sheet with six laptops so six children could type at once. What made this possible, according to the concept?



- ☐ A. Each laptop had its own separate spreadsheet
- ☐ B. Real-time collaboration lets many people edit the same sheet at once
- ☐ C. The fair had six separate Google accounts for one child each
- ☐ D. Sheets automatically copies data between different files

Q15. Kabir stood in two queues at once because Anaya was both running the laddoo stall and the only one recording numbers. Which feature of Google Sheets fixes this most directly?

- ☐ A. Autosave to Google Drive after every change
- ☐ B. Currency formatting for the sales column
- ☐ C. The Format menu for changing cell types
- ☐ D. Real-time collaboration, letting several stalls type at once

Q16. Stall names sit in column A, helper names in column C, starting at row 2: row 2 is Ladoo/Anaya, row 3 is Lemonade/Kabir, row 4 is Rangoli/Meera. Which cell holds the Rangoli helper's name?

- ☐ A. C4
- ☐ B. A4
- ☐ C. C3
- ☐ D. B4

Q17. "Columns have letters," Ms. Rao said, "rows have numbers, down the side." Using that rule, what is wrong with writing a cell address as "3B"?

letters across
numbers down



- ☐ A. It puts the row number before the column letter, the wrong way round
- ☐ B. 3B is not a real number

- ☐ C. Cell addresses cannot contain both letters and numbers
- ☐ D. There is nothing wrong with it — 3B and B3 mean the same cell

Q18. Which of these is something a notebook and pen genuinely cannot do that the Diwali fair sheet could?

- ☐ A. Hold numbers that have been written down
- ☐ B. Be carried around the fair hall
- ☐ C. Be read by more than one person afterward
- ☐ D. Let six different people add numbers into it at the same moment

Q19. Six children typed into the same sheet from six corners of the hall. How did Anaya know which numbers were not her own?

- ☐ A. She had to ask each stall out loud
- ☐ B. A small coloured mark showed who was typing each entry
- ☐ C. Numbers from other people appeared in a different font size
- ☐ D. Sheets rings a bell for every new entry

Q20. Why could Kabir open the sheet on a different laptop after Pixel died and still see every number?

- ☐ A. Sheets had already autosaved everything to Google Drive, which is not stored on any one laptop
- ☐ B. Kabir had written the numbers down on paper first
- ☐ C. Google Sheets keeps a second copy printed automatically
- ☐ D. Pixel was not actually the machine holding the data

Section C - Challenge

Q21. A cell address like B3 lets "two people talk about the same box without pointing." Which everyday situation from the story shows exactly why that mattered?



- ☐ A. Ms. Rao opening a web browser instead of installing software
- ☐ B. The fair starting at a fixed time of day
- ☐ C. Anaya running the laddoo stall while also recording numbers
- ☐ D. Six children in six corners of the hall, each needing the one correct box to type into

Q22. Comparing a notebook to Google Sheets for the Diwali fair, in which situation would the notebook genuinely be the better tool?

- ☐ A. An outdoor fair with no electricity and no laptops available at all
- ☐ B. A fair with six stalls needing to report numbers to one shared total at the same time
- ☐ C. A fair where the power might cut out partway through the afternoon
- ☐ D. A fair where the numbers need to be totalled and checked quickly at 4 pm

Q23. Six children typed into one sheet at the same time. What problem can this cause even though nothing crashes or is lost?

- ☐ A. The shared sheet quietly runs out of storage space halfway through the fair
- ☐ B. Two people can type different numbers into the same cell, and the later one quietly overwrites the earlier one
- ☐ C. Only the first person to open the sheet is allowed to type
- ☐ D. The sheet automatically deletes duplicate numbers

Q24. Stall names sit in A2:A7 and sales in B2:B7. Which method finds the top-selling stall fastest, using Sheets rather than doing it by hand?

A2:A7 stalls

B2:B7 sales

- ☐ A. Retype every number from the notebook in size order
- ☐ B. Ask each stall which of the six numbers they think is highest
- ☐ C. Sort the rows by column B, or use a MAX formula on B2:B7, then read across to column A
- ☐ D. Add all six numbers together and divide by six

Q25. Autosave and real-time collaboration solved two different problems at the fair. Which pairing below correctly matches each feature to the problem it solved?

- ☐ A. Autosave stopped six children typing at once; collaboration stopped the power cut
- ☐ B. Autosave let six children type at once; collaboration survived the power cut
- ☐ C. Both features only mattered because Pixel was an old, slow machine
- ☐ D. Autosave meant the power cut lost nothing; collaboration meant six stalls could report at once instead of queuing for one notebook

Q26. If the Diwali fair had used a Google Doc (for writing paragraphs) instead of a Google Sheet, what would the class most likely have lost?

- ☐ A. The ability to easily add up six stalls' numbers and sort them by size, since a Sheet is built as a grid of numbers, not a page of text
- ☐ B. Autosave to Google Drive, since only Sheets can save automatically
- ☐ C. The ability for more than one person to type at the same time
- ☐ D. Nothing at all — a Doc and a Sheet work in exactly the same way

Q27. Suppose two stalls, by accident, both typed their totals into cell B2 instead of their own separate cells. What would the sheet most likely show, and why?



- ☐ A. Only the second number typed, because a cell holds one value at a time and the newer entry replaces the older one
- ☐ B. Both numbers added together automatically, because Sheets expects more than one entry per cell
- ☐ C. An error message refusing to accept either number
- ☐ D. Both numbers side by side, one on top of the other

Q28. Why did Ms. Rao say "B2" rather than "the box near the top" when telling Anaya where to put the laddoo total?

- ☐ A. Because Sheets does not understand plain English at all
- ☐ B. Because six laptops, each scrolled differently, only agree on one exact address for the same box
- ☐ C. Because the top row of a sheet moves position during the day
- ☐ D. Because "B2" is faster to type than a full sentence

Q29. The fair's sheet could sort, total and chart the same data once it was typed in. Which situation from the story is the clearest example of that grid being used for MORE than just storing numbers?

- ☐ A. Anaya typing the laddoo total into B2
- ☐ B. Kabir standing in two queues at once
- ☐ C. The class adding up all six stalls to reach a single total of Rs. 4,860
- ☐ D. Pixel's fan groaning when the power came back

Q30. Which is the best one-sentence reason Google Sheets suited this fair better than six separate notebooks would have?

- ☐ A. Notebooks are heavier to carry around than a laptop is

- ☐ **B.** One shared sheet let every stall's number land in one place, ready to total instantly
- ☐ **C.** Notebooks cannot hold any number bigger than one thousand
- ☐ **D.** A laptop always looks more impressive to visitors than a notebook does

Answer Key

Q1: (A) (a) Letters across, numbers down. (b) is the classic mix-up; if it were true, an address would read 3B instead of B3.

Q2: (A) (a) Pixel, the old desktop, restarted itself — the worst possible moment. (d) never happens anywhere in the story.

Q3: (B) (b) Nothing — it opens in a web browser, which is why Ms. Rao could start using it in seconds. (d) describes the opposite of how Sheets works.

Q4: (C) (c) A cell. Rows and columns are the lines that make the grid; a cell is one box inside it.

Q5: (A) (a) They were all still there, because Sheets had already autosaved to Google Drive. (b) confuses this with Anaya's earlier, unsaved notebook-style typing on Pixel.

Q6: (B) (b) Six: ladoo, lemonade, rangoli, ring toss, book swap and cards.

Q7: (D) (d) The column letter comes first, then the row number — B3 is column B, row 3.

Q8: (D) (d) In Google Drive. (c) is the tempting one, because that is how most programs work — but Sheets saves after every change without being asked.

Q9: (B) (b) Lemonade — the stall everyone had laughed at came second in total sales.

Q10: (C) (c) Rs. 4,860 was the final total at 4 pm, once all six stalls had reported.

Q11: (B) (b) B3. Sales sit in column B and lemonade is in row 3. (d) A3 is tempting — same row, but it holds the word "Lemonade", not the money.

Q12: (C) (c) It names one exact box on every screen. Six laptops show different amounts of the sheet, so "near the top" means six different things. (a) is true but trivial — being exact is the point.

Q13: (C) (c) Rs. 4,860. $1240 + 980 + 690 + 720 + 630 + 600 = 4860$. (b) Rs. 4,760 is what you get if the cards stall is read as Rs. 500 instead of Rs. 600.

Q14: (B) (b) Real-time collaboration lets many people edit the same sheet at once — exactly what let six stalls report from six corners of the hall. (a) describes six separate files, which is the opposite of what happened.

Q15: (D) (d) Real-time collaboration, letting several stalls type at once, removes the need to queue for one single recorder. (a) solved the power cut, not the queuing problem.

Q16: (A) (a) C4. Helpers sit in column C, and Rangoli is in row 4. (b) A4 is the same row, but column A holds the stall name, not the helper.

Q17: (A) (a) It puts the row number before the column letter, the wrong way round — a correct address always gives the column letter first, as in B3. (c) is wrong because every real cell address mixes a letter and a number.

Q18: (D) (d) Let six different people add numbers into it at the same moment — a notebook has only one page to write on at a time. (a), (b) and (c) are all things a notebook manages perfectly well.

Q19: (B) (b) A small coloured mark showed who was typing each entry — that is how Anaya saw numbers appear that she had not typed herself.

Q20: (A) (a) Sheets had already autosaved everything to Google Drive, which lives online rather than on Pixel's hard disk. (d) is a confusing way of saying almost the same thing, but it is not how the story explains it.

Q21: (D) (d) Six children in six corners of the hall each had to find the one correct box, which is only possible with a shared, exact name like B2 or B3. (c) describes the queuing problem, which is a different issue.

Q22: (A) (a) An outdoor fair with no electricity and no laptops at all — there, a notebook needing neither login nor power genuinely wins. (c) is actually a case Sheets already handled well, since autosave meant the power cut lost nothing.

Q23: (B) (b) Two people can type different numbers into the same cell, and the later one quietly overwrites the earlier one — nothing crashes, but the first number vanishes without warning. (d) invents a feature Sheets does not have.

Q24: (C) (c) Sort by column B, or use MAX on B2:B7, then read the matching name in column A. (d) finds the average sale, not the single top-selling stall.

Q25: (D) (d) Autosave protected against the power cut; collaboration protected against the queuing problem — two separate fixes for two separate problems. (a) and (b) swap the two features around.

Q26: (A) (a) A Doc holds paragraphs, not a grid of addressable numbers, so totalling and sorting six stalls' sales would be far clumsier. (b) and (c) are both things Docs can also do.

Q27: (A) (a) Only the second number typed survives, because one cell holds one value, and the newer entry silently replaces the older one. (b) describes a formula like SUM, not what typing directly into a cell does.

Q28: (B) (b) Because six laptops, each scrolled to show something different, only agree on one exact address for the same box. (d) is true but misses the real, deeper reason.

Q29: (C) (c) Adding up all six stalls into one total uses the grid for more than storage — it is the sheet doing real work with the numbers. (a) is only entering a single number, not working with the whole grid.

Q30: (B) (b) One shared sheet let every stall's number land in one place, ready to total instantly, instead of six separate notebooks needing to be collected and added up by hand afterwards. (a), (c) and (d) are not real reasons from the story.

You've got this! Keep learning and shining! - Ruchi Math Coaching