

NAME: _____ DATE: _____

EXCEL TEMPLATE WORKSHEET

Choose one option, read each question thoroughly, and answer carefully. *(1point. Each)*

CHOICE1: Multiple Choice Questions

- 1. Which Excel template would be most helpful for tracking both your income and expenses?**
 - A) Calendar Template
 - B) Gradebook Template
 - C) Budget Template
 - D) To-Do List Template
- 2. If you need to stay organized with your homework and personal tasks, which template would be best?**
 - A) Project Management Template
 - B) Calendar Template
 - C) Expense Report Template
 - D) To-Do List Template
- 3. For a small business owner creating bills for services, which template would they likely use?**
 - A) Budget Template
 - B) Invoice Template
 - C) Project Management Template
 - D) Gradebook Template
- 4. What is the primary purpose of a Gradebook Template?**
 - A) Organize your daily schedule
 - B) Track money spent on events
 - C) Track grades and assignments
 - D) Manage group projects
- 5. Which template would help avoid missing important deadlines like assignments or events?**
 - A) Calendar Template
 - B) Invoice Template
 - C) Expense Report Template
 - D) Budget Template

True/False Questions

- 1. A Budget Template is primarily used to organize group projects.**
 - A) TRUE
 - B) FALSE
- 2. An Invoice Template is helpful for people who run small businesses or**

provide paid services.

- A) TRUE
- B) FALSE

3. The purpose of the Calendar Template is to track your income and expenses.

- A) TRUE
- B) FALSE

4. A Project Management Template is useful for tracking progress in long-term assignments.

- A) TRUE
- B) FALSE

5. A Gradebook Template helps monitor personal finances and savings.

- A) TRUE
 - B) FALSE
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CHOICE 2: True/False & Matching

1. The main use of a Calendar Template is to help avoid missing deadlines.

- A) TRUE
- B) FALSE

2. A To-Do List Template is best for tracking group projects.

- A) TRUE
- B) FALSE

3. The Expense Report Template is used to create bills for services rendered.

- A) TRUE
- B) FALSE

4. A Budget Template helps in managing household or personal finances.

- A) TRUE
- B) FALSE

5. A Gradebook Template helps track how much you've spent during events or trips.

- A) TRUE
- B) FALSE

Write the correct Letter in the Space provided.

1. _____ Budget Template	A) Helps monitor your progress in each subject.
2. _____ To-Do List Template	B) Organizes your schedule with important dates.
3. _____ Gradebook Template	C) Tracks income and expenses to control spending.
4. _____ Calendar Template	D) Lists tasks and deadlines for homework or personal goals.
5. _____ Expense Report Template	E) Tracks money spent to avoid overspending.

CHOICE 3: Short Answer & Matching

1. What is the primary use of a Project Management Template?

2. Explain why using a Budget Template can help save money.

3. In what situation would someone use an Invoice Template?

4. How does a Calendar Template help students manage their time?

5. What is the importance of tracking grades with a Gradebook Template?

Matching Questions

1. _____ Budget Template	A) Helps keep track of your schedule.
2. _____ Project Management Template	B) Tracks income and expenses.
3. _____ Invoice Template	C) Lists tasks and deadlines.
4. _____ To-Do List Template	D) Helps plan and assign projects.
5. _____ Calendar Template	E) Creates professional bills for services.