

01	A	B	C	D	E
02	A	B	C	D	E
03	A	B	C	D	E
04	A	B	C	D	E
05	A	B	C	D	E
06	A	B	C	D	E
07	A	B	C	D	E
08	A	B	C	D	E
09	A	B	C	D	E
10	A	B	C	D	E
11	A	B	C	D	E
12	A	B	C	D	E
13	A	B	C	D	E

14	A	B	C	D	E
15	A	B	C	D	E
16	A	B	C	D	E
17	A	B	C	D	E
18	A	B	C	D	E
19	A	B	C	D	E
20	A	B	C	D	E
21	A	B	C	D	E
22	A	B	C	D	E
23	A	B	C	D	E
24	A	B	C	D	E
25	A	B	C	D	E
26	A	B	C	D	E

27	A	B	C	D	E
28	A	B	C	D	E
29	A	B	C	D	E
30	A	B	C	D	E
31	A	B	C	D	E
32	A	B	C	D	E
33	A	B	C	D	E
34	A	B	C	D	E
35	A	B	C	D	E
36	A	B	C	D	E
37	A	B	C	D	E
38	A	B	C	D	E
39	A	B	C	D	E

PRACTICE QUESTIONS

Isograd – TOSA Certification

GSHEN

Tosa Google Sheets (EN)

EDITION

Demo

QUESTIONS

9

FORMAT

Limited Edition PDF

Before you begin

What this is

9 practice questions for Isograd – TOSA Certification **GSHEN**, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, **GSHEN**
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

QUESTION 1

SINGLE CHOICE

In Google Sheets, which action allows you to rename a worksheet tab to better reflect its contents?

- ☒ **A Double-click the sheet tab and type the new name**
- ☐ **B Right-click the sheet tab and select Delete**
- ☐ **C Use the Format menu to change the sheet name**
- ☐ **D Drag the sheet tab to the position you want and type**

ANSWER A

WHY To rename a sheet in Google Sheets, you double-click the sheet tab at the bottom of the screen, which highlights the existing name so you can type a new one. Right-click and Delete removes the sheet, the Format menu does not include a rename option for tabs, and dragging only changes the tab order, not its name.

QUESTION 2

SINGLE CHOICE

A cell contains the value 0.85 and you want it to display as 85%. Which number format should you apply?

- ☐ **A Currency**
- ☒ **B Percent**
- ☐ **C Scientific**
- ☐ **D Number with two decimal places**

ANSWER B

WHY The Percent format multiplies the underlying value by 100 and appends a percent sign, so 0.85 displays as 85%. Currency adds a currency symbol, Scientific produces exponential notation, and Number with two decimals would simply show 0.85.

QUESTION 3

MULTIPLE CHOICE

Which of the following are valid Google Sheets functions for summarizing a range of numeric values? (Choose two.)

- ☒ **A** SUM
- ☐ **B** JOIN
- ☒ **C** AVERAGE
- ☐ **D** LEFT

ANSWER A • C

WHY SUM and AVERAGE are standard statistical functions that operate on ranges of numeric values, returning the total and the arithmetic mean respectively. JOIN concatenates text strings using a delimiter, and LEFT extracts characters from the start of a text string; neither is a summary function for numeric ranges.

QUESTION 4

SINGLE CHOICE

You copy the formula =A1*B1 from cell C1 down to cell C2. In C2 the formula becomes =A2*B2. What type of reference did the original formula use?

- ☐ **A** Absolute references
- ☐ **B** Mixed references
- ☒ **C** Relative references
- ☐ **D** Static references

ANSWER C

WHY Because both column letters and row numbers changed when the formula was copied from C1 to C2, the references A1 and B1 were relative. Absolute references use \$ signs (e.g., \$A\$1) and would not change; mixed references lock either the row or the column; 'static references' is not a standard spreadsheet term.

QUESTION 5

SINGLE CHOICE

Which Google Sheets feature automatically changes a cell's background color based on rules you define, such as highlighting all values greater than 100?

- ☐ A Data validation
- ☒ B Conditional formatting
- ☐ C Named ranges
- ☐ D Filter views

ANSWER B

WHY Conditional formatting applies visual styles (background color, text color, bold, etc.) to cells that meet rules you define, such as 'greater than 100'. Data validation controls what values can be entered, named ranges simply label cell ranges, and filter views hide rows that do not match criteria without changing appearance.

QUESTION 6

SINGLE CHOICE

Which chart type in Google Sheets is most appropriate for showing how each of several categories contributes to a whole?

- ☐ A Line chart
- ☐ B Scatter chart
- ☒ C Pie chart
- ☐ D Histogram

ANSWER C

WHY A pie chart displays each category as a slice of a circle, making it well suited for showing parts-of-a-whole. Line charts are best for trends over time, scatter charts for the relationship between two numeric variables, and histograms for the distribution of a single numeric variable across bins.

QUESTION 7

SINGLE CHOICE

Which sharing permission in Google Sheets allows a collaborator to edit the spreadsheet but prevents them from changing who else has access?

- ☐ A Viewer
- ☐ B Commenter
- ☒ C Editor
- ☐ D Owner

ANSWER C

WHY Editors can change the contents of the spreadsheet but cannot modify sharing settings or transfer ownership — that ability is reserved for Owners. Viewers can only read, Commenters can read and leave comments but cannot modify cells, and only Owners have full control over sharing.

QUESTION 8

SINGLE CHOICE

Which function returns a value from a specified row and column of a range in Google Sheets?

- ☐ A VLOOKUP
- ☒ B INDEX
- ☐ C MATCH
- ☐ D HLOOKUP

ANSWER B

WHY INDEX(range, row, column) returns the cell value at the given row and column position inside a range. VLOOKUP and HLOOKUP search the first column or row for a key and return a value from a fixed column/row, and MATCH only returns the position of a value rather than the value itself.

QUESTION 9

SINGLE CHOICE

You want the text in cell A1 to continue on a new line automatically when it becomes longer than the column width, without changing the column width. Which option should you use?

- ☐ A Merge cells
- ☒ B Text wrapping
- ☐ C Text rotation
- ☐ D Horizontal alignment

ANSWER B

WHY Text wrapping (Wrap text) makes long text display on multiple lines within the same cell and automatically pushes the row height to fit. Merge cells combines several cells into one, text rotation tilts the text at an angle, and horizontal alignment only positions text left/center/right.