

Name:

Roll No:

Class: Section:

Date:

WORKSHEET
1
**INTRODUCTION TO
MS EXCEL 2010**
Chapter-7
A. Tick (✓) the correct option.

1. An Excel file is often called
a. Workbook b. Worksheet c. Spreadsheet
2. Cells arranged horizontally across the screen are called
a. Rows b. Columns c. Grids
3. A group of cells which are adjacent to each other are called a
a. Worksheet b. Active cell c. Cell range

B. Fill in the blanks using the words given below.
Hints: charts, cell, worksheet, functions

1. The intersection of a row and a column is called
2. window is a single page in Excel, it also called spreadsheet.
3. are the built-in formulas used for calculation.
4. Data can be viewed in a graphical form as

C. Write 'T' for True and 'F' for False.

1. A workbook can contain any number of worksheets.
2. Data cannot be entered in an active cell.
3. Title bar is located on the bottom of the window.
4. Ribbon has tabs with group of related commands displayed on it.

W O R K S H E E T