

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

**WORKSHEET****2****INTRODUCTION TO  
MS EXCEL 2010****Chapter-7****A. Tick (✓) the correct option.**

1. By default, there are ..... worksheets in a workbook.  
a. 2                                      b. 3                                      c. 4
2. Cells arranged horizontally across the screen are called .....  
a. Rows                                      b. Columns                                      c. Grid
3. A group of cells when selected forms a rectangle which is called a .....  
a. Cell                                      b. block                                      c. None

**B. Match the following.****Column A**

1. Cell Address
2. Cell Range
3. Data Type
4. Cell
5. Workbook

**Column B**

- a. Collection of worksheet
- b. Text
- c. Intersection of rows and columns
- d. A5:C6
- d. D7

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

1. MS EXCEL is a spreadsheet software. ....
2. AutoFill feature allows us to arrange data in a series. ....
3. Data cannot be viewed in a graphical form as charts. ....
4. Functions are built-in formulas in MS Excel. ....

**W  
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S  
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E  
T**