

Name: .....

Roll No: .....

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

Date: .....

**WORKSHEET**

**1**

**LEARNING MS EXCEL 2010**

**Chapter-5**

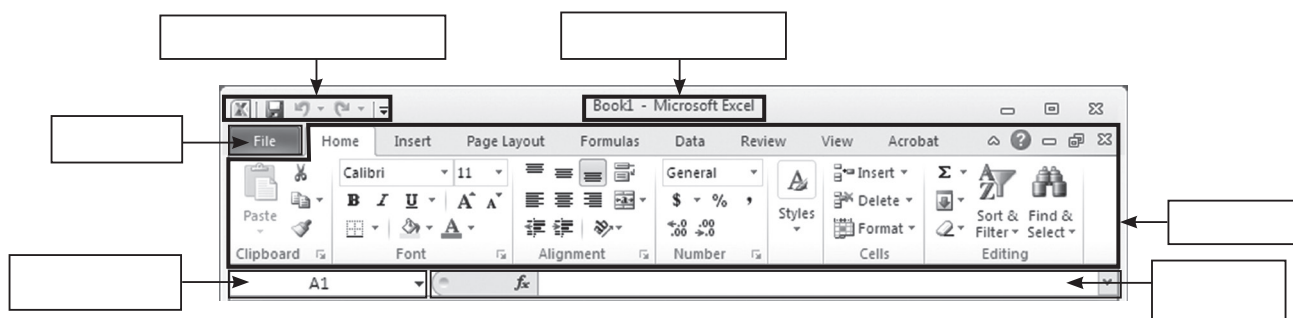
**A. Circle the correct option.**

1. MS Word/Excel is an application software that help us to store and analyse data.
2. You can/cannot create charts and graphs from the data to convey more meaningful information.
3. The intersection of a row and a column is called a cell/address.
4. A workbook is a collection of different worksheets/workbooks.
5. You cannot/can change the width of a column and height of a row in MS Excel.

**B. Complete the sentences.**

1. The currently selected cell that appears highlighted with dark black border is called .....
2. A cell in Excel worksheet looks like a .....
3. Address of an active cell is displayed in the .....
4. A green button located at the top left corner that contains commands such as New, Open, Save, etc. is called .....

**C. Label the following components in MS Excel window.**



WORKSHEET