

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

LEARNING MS EXCEL 2010

Chapter-5

A. Define the following:

1. Formula Bar-
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called
 - a. Active cell
 - b. Selected Cell
 - c. Main Cell
 - d. Name Box
2. By default, how many sheets are there in a Work?
 - a. 2
 - b. 4
 - c. 3
 - d. 1
3. Total number of rows in a worksheet are
 - a. 1048576
 - b. 148576
 - c. 16384
 - d. Noneofthese
4. What is the name of the box in which the address of the selected cell is displayed?
 - a. Address Bar
 - b. Formula Bar
 - c. Name Box
 - d. Title Bar
5. Default height of a row in a worksheet is
 - a. 15 characters
 - b. 15 points
 - c. 15 centimeters
 - d. 15 inches

C. Write the steps to create a new workbook in MS Excel.

- Step 1
- Step 2
- Step 3
- Step 4

WORKSHEET