

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

- An Excel file is often called
a. Workbook b. Worksheet c. Spreadsheet
- Cells arranged horizontally across the screen are called
a. Rows b. Columns c. Grids
- The intersection of a row and column is called
a. workbook b. worksheet c. cell

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

- MS Excel is the most suited program for documentation.
- A workbook may contain any number of worksheets according to the user's need.
- Letters A to Z, AA to AZ are the row headings.
- Status bar displays the currently selected commands.
- Data cannot be entered in an active cell.

C. Fill in the blanks using the words given below.

Hints: column, name, non-contiguous, formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- Cell Range is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in box.

D. Answer the following questions.

- What is formatting?

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