Name: .... Roll No: ....

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

WORKSHEET — 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. The intersection of a row and column is called ....

   a. workbook   b. worksheet   c. cell

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

1. MS Excel is the most suited program for documentation.   ....

2. A workbook may contain any number of worksheets according to the user's need.   ....

3. Letters A to Z, AA to AZ are the row headings.   ....

4. Status bar displays the currently selected commands.   ....

5. Data cannot be entered in an active cell.   ....

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

Hints: column, name, non-contiguous, formula

1. .... bar is used to enter and edit formulas and perform calculations on worksheet.

2. Cells arranged vertically across the screen are called ....

3. .... Cell Range is a collection of cells which are not adjacent to one another.

4. The address of the active cell is displayed in .... box.

D. Answer the following questions.

1. What is formatting?

   ....