

Name: .....

Roll No: .....

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

Date: .....

## INTRODUCTION TO MS EXCEL 2010

### Chapter-3

#### A. Write 'T' for true and 'F' for false.

1. By default, an Excel workbook contains 4 worksheets. ....
2. Letters A to Z, AA to AZ are the Row headings. ....
3. Rows are denoted by letters in a worksheet. ....

#### B. Answer the following questions:

1. What is MS Excel?  
.....
2. What is a formula?  
.....
3. How will you enter data in a worksheet?  
.....
4. What is a cell?  
.....

#### C. Match the following:

- |                          |                                                  |
|--------------------------|--------------------------------------------------|
| 1. Merge & Center button | a. To move one screen up                         |
| 2. Page Up               | b. Home tab                                      |
| 3. Ctrl+Home             | c. To move to the first cell of the topmost row. |