

Name:

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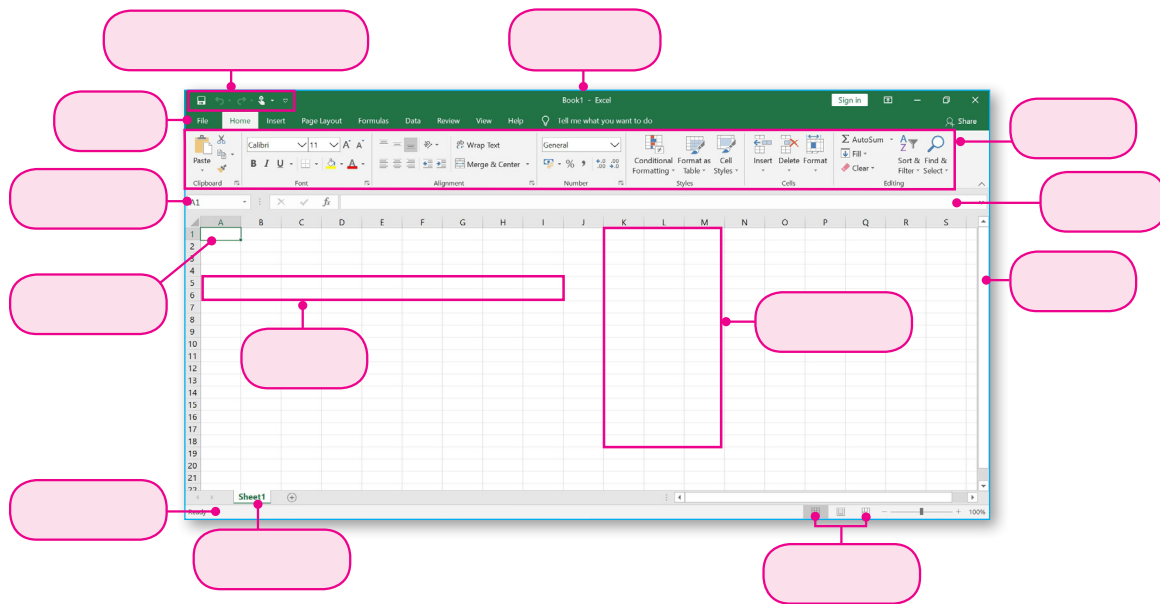
Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-5

A. Label the basic components of Excel 2016 in the given window.



B. Match the following:

- | | |
|-----------------|-------------------------------------|
| 1. Cell Address | a. Collection of worksheet |
| 2. Cell Range | b. Text |
| 3. Data Type | c. Intersection of rows and columns |
| 4. Cell | d. A5:C6 |
| 5. Workbook | e. D7 |

C. Answer the following questions:

1. List any two features of Excel 2016.

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2. What is an active cell?

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