

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

1. What is another name of Excel file?
 a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
2. Cells arranged horizontally across the screen are called
 a. Rows ☐ b. Columns ☐ c. Grids ☐
3. What is a group of cells that are adjacent to each other called?
 a. Worksheet ☐ b. Active cell ☐ c. Cell range ☐

B. Fill in the blanks using the hints given below:

Hints: charts, cell, worksheet, functions

1. The intersection of a row and a column is called
2. window is a single page in Excel.
3. are the built-in formulas used for calculation.
4. Data can be viewed in a graphical form as

C. Write 'T' for true and 'F' for false.

1. A workbook can contain any number of worksheets.
2. Data cannot be entered in an active cell.
3. Title bar is located at the bottom of the window.
4. Ribbon has tabs with group of related commands displayed on it.