

Name:

Roll No:

Class: Section:

Date:

SPREADSHEETS—AN INTRODUCTION

Chapter-5

A. Explain the following:

1. Cell range
2. Active cell
3. Row heading

B. Tick (✓) the correct option.

1. Which of the following are in-built formulas in MS Excel?

a. Functions	☐	b. Auto fill	☐
c. Ribbon	☐	d. Name Box	☐
2. We can also save the workbook by pressing keys.

a. Ctrl+S	☐	b. Ctrl+A	☐
c. Ctrl+P	☐	d. Ctrl+B	☐
3. Which of these is a collection of worksheets?

a. Workbook	☐	b. Cell range	☐
c. Block	☐	d. Cell	☐
4. Which of the following is a collection of two or more cells?

a. Workbook	☐	b. Cell range	☐
c. Block	☐	d. Cell	☐

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

1. Worksheet navigation buttons are located on the right side of the worksheet tab.
2. A group of cells when selected forms a rectangle which is called a block.
3. An excel file is called workbook.