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

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

SPREADSHEETS—AN INTRODUCTION Chapter-5

A. Label the following components of Excel 2010 interface.

Touchpad iPRIME (Version 1.0)-VII
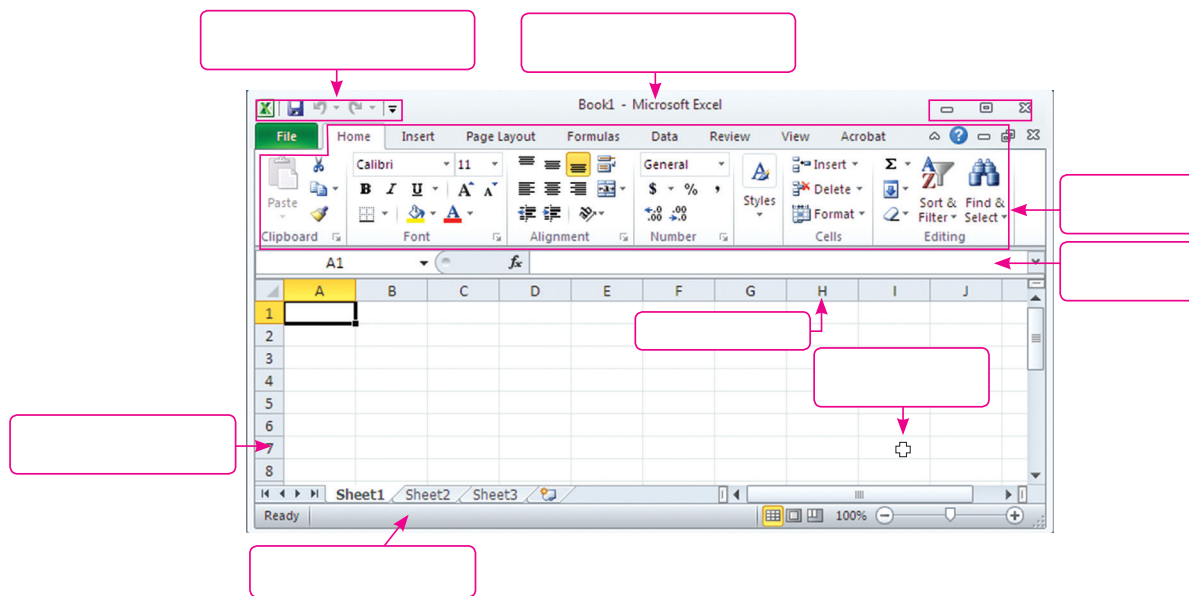
B. Fill in the blanks using the hints given below:

Hints: Formula, Name Box, Worksheet, Quick Access

1. .... displays the address of the active cell.

2. ....Toolbar displays commonly used commands such as Save, Undo and Redo.

3. .... bar is used to enter and edit formulas and perform calculations on your worksheet data.

4. .... is also called spreadsheet.

C. Answer the following questions:

1. What is Ribbon in MS Excel 2010?

    ....

2. What is an active cell?

    ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....