

Name:

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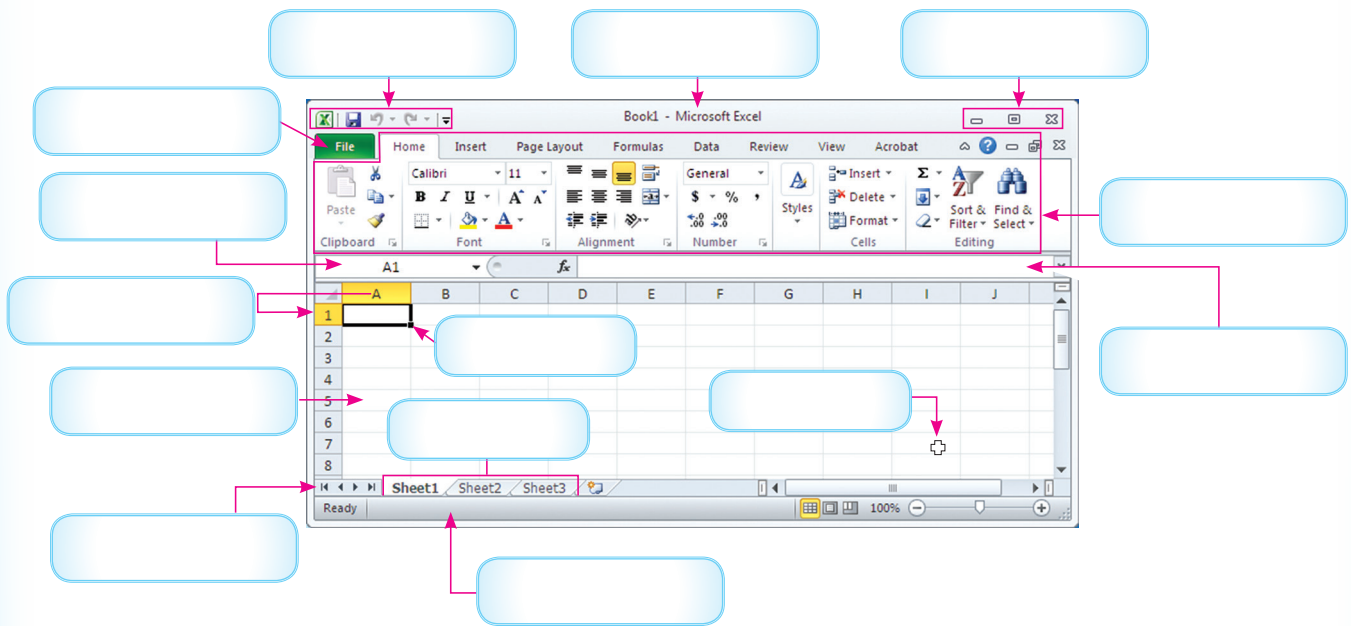
Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Label the components of MS excel 2010.



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

- MS EXCEL is a spreadsheet software.
- AutoFill feature allows us to arrange data in a series.
- Data cannot be viewed in a graphical form as charts.
- Functions are built-in formulas in MS Excel.