

Name: .....

Roll No: .....

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

Date: .....

## INTRODUCTION TO EXCEL 2016

### Chapter-5

#### A. Tick (✓) the correct option.

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

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

**Hints:** charts, cell, worksheet, functions

- The intersection of a row and a column is called .....
- ..... window is a single page in Excel, it is also called spreadsheet.
- ..... are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as .....

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

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