

Name:

Roll No:

Class: Section:

Date:

EDITING IN MS EXCEL

Chapter-4

A. Define the following:

1. Formula Bar-
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called

a. Active cell	☐	b. Selected Cell	☐
c. Main Cell	☐	d. Name Box	☐
2. By default, how many sheets are there in a Workbook?

a. 2	☐	b. 4	☐
c. 3	☐	d. 1	☐
3. How many rows are there in a worksheet?

a. 1048576	☐	b. 148576	☐
c. 16384	☐	d. None of these	☐

C. Write the steps to create a new workbook in MS Excel.

- Step 1.....
- Step 2.....
- Step 3.....
- Step 4.....