

Name:

Roll No:

Class: Section:

Date:

LEARNING MS EXCEL 2010

Chapter-5

A. Tick (✓) the correct option.

1. Home tab includes formatting elements such as
 a. Text wrap ☐ b. Cell style ☐ c. All of the these ☐
2. What is the collection of different worksheets called?
 a. Workbook ☐ b. Vertical ☐ c. Cell ☐
3. Cell is the intersection of
 a. Row ☐ b. Column ☐ c. Both a & b ☐
4. Vertical divisions are called
 a. Rows ☐ b. Columns ☐ c. Cells ☐

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

1. Microsoft Excel is a spreadsheet application.
2. By default, a workbook contains four worksheets.
3. The Ribbon contains multiple tabs, each with several groups of commands.
4. Rows are denoted by numbers in a worksheet.

C. Answer the following questions:

1. What is a Spreadsheet?

2. What is a row and a column?
