

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 ☐
- Which of these are cells arranged horizontally across the screen?
a. Rows ☐ b. Columns ☐ c. Grids ☐
- Which of these is the intersection of a row and column?
a. workbook ☐ b. worksheet ☐ c. cell ☐

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

- Excel is the most suited program for documentation.
- A workbook may contain any number of worksheets according to the user's need.
- Letters A to Z, AA to AZ are the row headings.
- Status bar displays the currently selected commands.
- Data cannot be entered in an active cell.

C. Fill in the blanks using the hints given below:

Hints: column, name, Non-contiguous, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- Cell Range is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in box.

D. Answer the following question:

What is formatting?

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Grade:



Teacher's Signature: