

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

- An Excel file is often called
 a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called
 a. Rows ☐ b. Columns ☐ c. Grids ☐
- The intersection of a row and column is called
 a. workbook ☐ b. worksheet ☐ c. cell ☐

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

- MS 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, Cell Range, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- 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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