

Name:

Roll No:

Class: Section:

Date:

SPREADSHEETS—AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

- What is the another name of Excel file?
 - Workbook ☐
 - Worksheet ☐
 - Spreadsheet ☐
- Cells arranged horizontally across the screen are called
 - Rows ☐
 - Columns ☐
 - Grids ☐
- What is a collection of one or more spreadsheets called?
 - Workbook ☐
 - Worksheet ☐
 - Cell ☐

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

- The intersection of a column and a row is called a box.
- By default, a workbook file contains three worksheets.
- Double-clicking a cell activates it for editing directly in the cell.
- Different cells within a row can have different heights.

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.