

Name:

Roll No:

Class: Section:

Date:

SPREADSHEETS—AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

a. Workbook <input type="checkbox"/>	b. Worksheet <input type="checkbox"/>	c. Spreadsheet <input type="checkbox"/>
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2. Cells arranged horizontally across the screen are called

a. Rows <input type="checkbox"/>	b. Columns <input type="checkbox"/>	c. Grids <input type="checkbox"/>
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3. What is a collection of one or more spreadsheets called?

a. Workbook <input type="checkbox"/>	b. Worksheet <input type="checkbox"/>	c. Cell <input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

- 1 The intersection of a column and a row is called a box.
2. By default, a workbook file contains three worksheets.
3. Double-clicking a cell activates it for editing directly in the cell.
4. 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

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