

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐

2. Cells arranged horizontally across the screen are called

a. Rows ☐ b. Columns ☐ c. Grids ☐

3. What is the collection of one or more than one Spreadsheet called?

a. Workbook ☐ b. Spreadsheets ☐ c. Cell ☐

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

1. MS Excel is used to make presentation.

2. The intersection of a column and a row is called a box.

3. By default, a workbook file contains three worksheets.

4. Double-clicking a cell activates it for editing directly in the cell.

5. 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.