

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EXCEL 2016 – AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

1. Excel cannot be used to
 - a. Compute Numbers ☐
 - b. Organizing Data ☐
 - c. Make Presentations ☐
2. Which of the following displays the address of an active cell
 - a. Name Box ☐
 - b. Formula Bar ☐
 - c. Status Bar ☐
3. A collection of worksheets is called
 - a. Presentation ☐
 - b. Workbook ☐
 - c. Document ☐
4. displays the status and results of the common functions used in Excel
 - a. Status Bar` ☐
 - b. Formula Bar` ☐
 - c. Name Box ☐

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

1. A cell is the basic unit of a worksheet.
2. A workbook can only have a single worksheet.
3. Page Break Preview is a type of View option in Excel.
4. It is not possible to rename a Worksheet in Excel.

C. Answer the following questions.

1. You want to select a range of cells. How can you do this by using the cell number box?
2. You have a lot of decimal numbers to enter in Excel. How will Excel align this data in the cell?
3. Is there a way to display data in pictorial form in Excel?
4. When you enter text in a cell, how does Excel aligns it?