

Worksheet

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Name:

Roll No: Class: Section:

Date:

EXCEL 2016 – AN INTRODUCTION

Chapter-5

A. Find the given words in the crossword below.

Workbook, Formula Bar, Name Box, Active Cell

A	C	T	I	V	E	C	E	L	L	Q
T	S	D	F	G	H	J	V	X	Z	V
W	N	J	Y	F	R	T	U	U	I	D
O	Z	D	F	O	H	J	N	K	K	L
R	V	B	N	R	Y	U	A	E	S	F
K	V	H	J	M	K	H	M	J	K	D
B	X	R	T	U	Y	U	E	I	E	Z
O	C	V	B	L	H	F	B	S	F	T
O	U	T	R	A	V	B	O	N	J	F
K	D	F	G	B	H	T	X	E	S	G
B	J	K	G	A	D	W	Q	E	R	T
G	J	K	L	R	U	X	Z	C	V	B

B. Answer the following questions.

- List some uses of Excel 2016.

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- What is a cell in Excel? What is the address of a cell?

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- How can we delete a worksheet in Excel?

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- What is the purpose of Worksheet Tabs?

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