

Worksheet

Name:
Roll No: Class: Section:
Date:

EXCEL 2016 – AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

- Which of these is another name of Excel file?
a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Which of these are cells arranged horizontally across the screen?
a. Rows ☐ b. Columns ☐ c. Grids ☐
- Which of these is the intersection of a row and column?
a. workbook ☐ b. worksheet ☐ c. cell ☐

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

- Excel is the most suited program for documentation.
- A workbook may contain any number of worksheets according to the user's need.
- Letters A to Z, AA to AZ are the row headings.
- Status bar displays the currently selected commands.
- Data cannot be entered in an active cell.

C. Fill in the blanks using the hints given below:

Hints: column, name, Non-contiguous, Formula

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