

# Worksheet

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO EXCEL 2016

### Chapter-4

#### 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 ☐
- How many rows are there in a worksheet?  
a. 1048576 ☐ b. 16384 ☐ c. None of these ☐

#### 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.