

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-4

A. Tick (✓) the correct option.

- What is the another name of Excel file?
a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called
a. Rows ☐ b. Columns ☐ c. Grids ☐
- A group of cells which are adjacent to each other are called a
a. Worksheet ☐ b. Active cell ☐ c. Cell range ☐
- Which of the following shortcut key is used to move the active cell one row up?
a. Shift + Enter key ☐ b. Shift + Tab key ☐ c. Ctrl + End key ☐

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

Hints: charts, cell, worksheet, functions

- The intersection of a row and a column is called
- window is a single page in Excel, it is also called spreadsheet.
- are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as

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

- A workbook can contain any number of worksheets.
- Data cannot be entered in an active cell.
- Title bar is located on the bottom of the window.
- Ribbon has tabs with group of related commands displayed on it.