

Worksheet

2

Name:

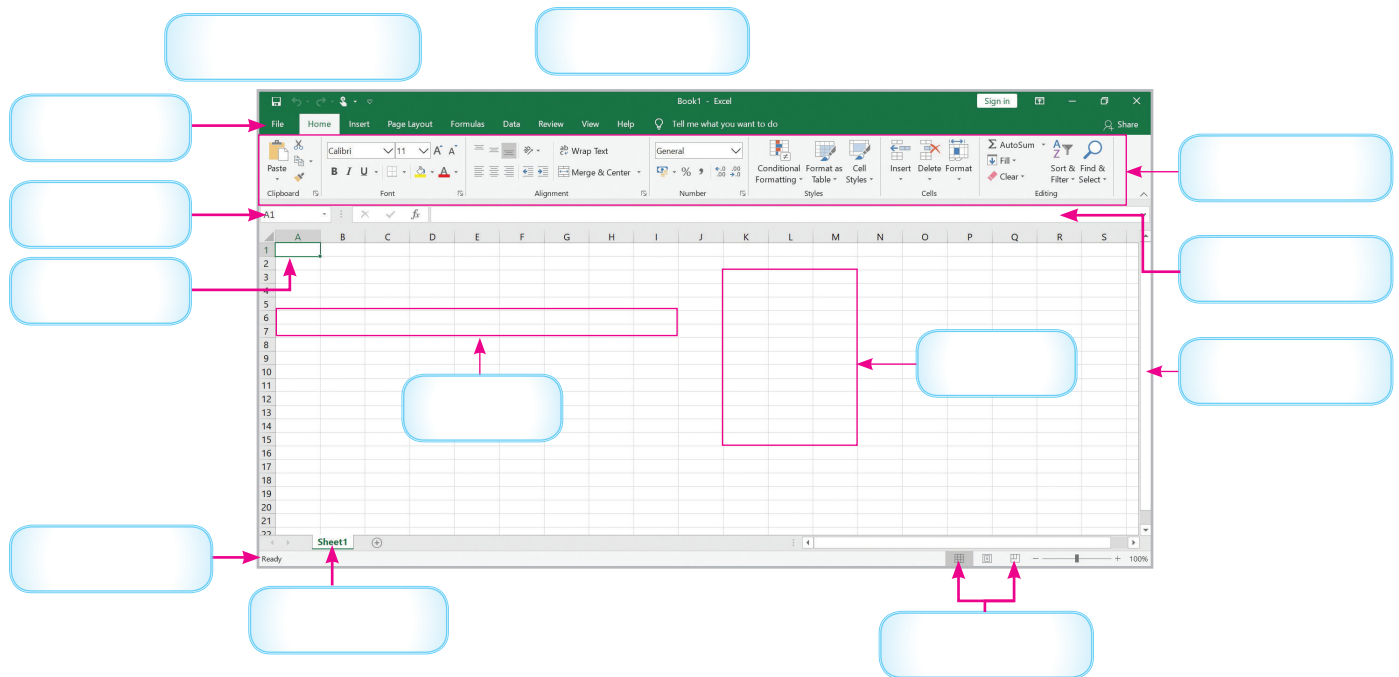
Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-4

A. Label the basic components of Excel 2016 in the given window.



B. Match the following.

- | | |
|-----------------|-------------------------------------|
| 1. Cell Address | a. Collection of worksheet |
| 2. Cell Range | b. Text |
| 3. Data Type | c. Intersection of rows and columns |
| 4. Cell | d. A5:C6 |
| 5. Workbook | e. D7 |

C. Answer the following questions.

1. Write the steps to remove a worksheet.

.....

2. What is an active cell?

.....