

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON EXCEL 2016

Chapter-2

A. Tick (✓) the correct option.

1. Which of the following options are not included in the Home tab?

| | |
|--|--|
| a. Text wrap <input type="checkbox"/> | b. Merging cells <input type="checkbox"/> |
| c. Cell style <input type="checkbox"/> | d. All of the above <input type="checkbox"/> |
2. Which of the following can be renamed?

| | |
|---------------------------------------|------------------------------------|
| a. Workbook <input type="checkbox"/> | b. Cell <input type="checkbox"/> |
| c. Worksheet <input type="checkbox"/> | d. Column <input type="checkbox"/> |
3. What is the maximum width of a column in excel?

| | |
|---------------------------------|---|
| a. 255 <input type="checkbox"/> | b. 256 <input type="checkbox"/> |
| c. 409 <input type="checkbox"/> | d. None of these <input type="checkbox"/> |
4. Which of the following action is performed to edit the contents of a cell?

| | |
|--|---|
| a. Right-clicking <input type="checkbox"/> | b. Double-clicking <input type="checkbox"/> |
| c. Clicking <input type="checkbox"/> | d. None of these <input type="checkbox"/> |
5. Which of the following command is used for wrapping text?

| | |
|--------------------------------------|---|
| a. Wrap <input type="checkbox"/> | b. Text Wrap <input type="checkbox"/> |
| c. Wrapping <input type="checkbox"/> | d. None of these <input type="checkbox"/> |

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

Hints: Styles, worksheet, Home, Symbols, Merge & Center

1. The Insert button on the tab is used to add a column into a worksheet.
2. We can apply a style on the cells by using the Cell Styles command on the group under the Home tab.
3. We can select entire by clicking on the select all button.
4. We can use merge & center option in the group to combine two or more selected cells into a single cell.
5. that specify the calculations to be performed are called operators.