Worksheet 1

Name: ....

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

Date: ....

EXCEL 2010 – AN INTRODUCTION

Chapter-5

Class -5

A. Tick (✓) the correct option.

1. Excel cannot be used to ....

   a. Compute Numbers ☐

   b. Organizing Data ☐

   c. Make Presentations ☐

2. Which of the following displays the address of an active cell ....

   a. Name Box ☐   b. Formula Bar ☐   c. Status Bar ☐

3. A collection of worksheets is called ....

   a. Presentation ☐   b. Workbook ☐   c. Document ☐

4. .... displays the status and results of the common functions used in Excel

   a. Status Bar` ☐    b. Formula Bar` ☐   c. Name Box ☐

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

1. A cell is the basic unit of a worksheet. ....

2. A workbook can only have a single worksheet. ....

3. Page Break Preview is a type of View option in Excel. ....

4. It is not possible to rename a Worksheet in Excel. ....

B. Answer the following questions.

1. You want to select a range of cells. How can you do this by using the cell number box?

2. You have a lot of decimal numbers to enter in Excel. How will Excel align this data in the cell?

3. Is there a way to display data in pictorial form in Excel?

4. When you enter text in a cell, how does Excel aligns it?

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....