

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-6

A. Tick (✓) the correct option.

- What is 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 ☐
- What is a group of cells that are adjacent to each other called?
a. Worksheet ☐ b. Active cell ☐ c. Cell range ☐
- What is the default date format in MS Excel?
a. mm/dd/yy ☐ b. dd/mm/yyyy ☐ c. dd/mm/yy ☐

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.
- are the built-in formulas used for calculation.
- 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 at the bottom of the window.
- Ribbon has tabs with group of related commands displayed on it.