

Worksheet

1

Name:

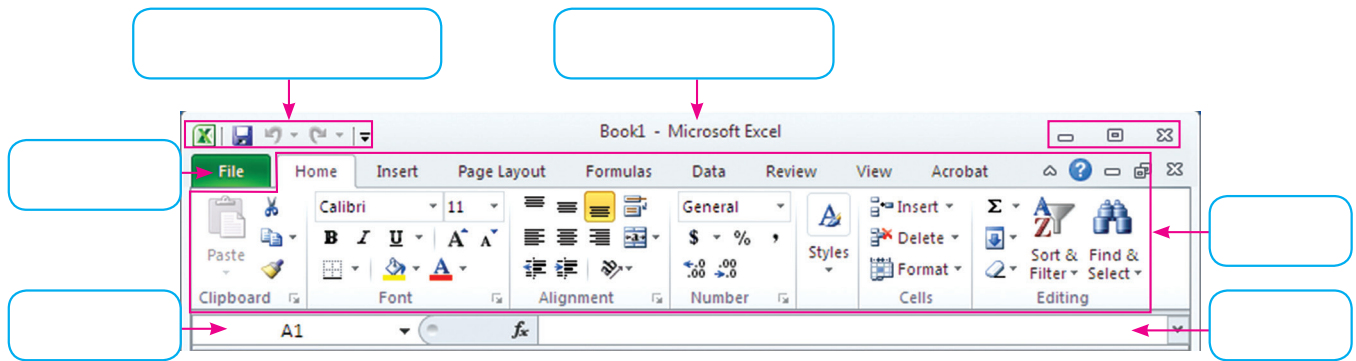
Roll No: Class: Section:

Date:

UNDERSTANDING MS EXCEL 2010

Chapter-4

A. Label the following components in MS Excel window.



B. Complete the sentences.

1. The currently selected cell that appears highlighted with dark black border is called
2. A cell in Excel worksheet looks like a
3. Address of an active cell is displayed in the
4. A green button located at the top left corner that contains commands such as New, Open, Save, etc. is called

C. Circle the correct option.

1. MS (Word / Excel) is an application software that helps us to store and analyse data.
2. You (can / cannot) create charts and graphs from the data to convey more meaningful information.
3. The intersection of a row and a column is called a (cell / address).
4. A workbook is a collection of different (worksheets / workbooks).
5. You (cannot / can) change the width of a column and height of a row in MS Excel.