

Worksheet

2

Name:

Roll No: Class: Section:

Date:

UNDERSTANDING MS EXCEL 2010

Chapter-4

A. Define the following:

- Formula Bar-
- Cell -
- Workbook -

B. Tick (✓) the correct option.

- The currently selected cell that appears highlighted with dark black border is called

a. Active cell	☐	b. Selected Cell	☐
c. Main Cell	☐	d. Name Box	☐
- By default, how many sheets are there in a Work?

a. 2	☐	b. 4	☐
c. 3	☐	d. 1	☐
- How many rows are there in a worksheet?

a. 1048576	☐	b. 148576	☐
c. 16384	☐	d. None of these	☐

C. Write the steps to create a new workbook in MS Excel.

- Step 1
- Step 2
- Step 3
- Step 4