

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## INTRODUCTION TO MS EXCEL 2010

### Chapter-6

#### A. Tick (✓) the correct option.

- What is the 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 ☐
- The intersection of a row and column is called .....  
a. workbook ☐ b. worksheet ☐ c. cell ☐

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

- MS Excel is the most suited program for documentation. ....
- A workbook may contain any number of worksheets according to the user's need. ....
- Letters A to Z, AA to AZ are the row headings. ....
- Status bar displays the currently selected commands. ....

#### C. Fill in the blanks using the hints given below:

**Hints:** column, name, Cell Range, Formula

- ..... bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called .....
- ..... is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in ..... box.

#### D. Answer the following questions:

- What is Formula bar?  
.....
- Name two data types that can be entered in MS Excel.  
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