

# Worksheet

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

## SPREADSHEETS—AN INTRODUCTION

### Chapter-5

#### 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 ☐
- What is a collection of one or more spreadsheets called?  
a. Workbook ☐      b. Worksheet ☐      c. Cell ☐

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

- The intersection of a column and a row is called a box. ....
- By default, a workbook file contains three worksheets. ....
- Double-clicking a cell activates it for editing directly in the cell. ....
- Different cells within a row can have different heights. ....

#### 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.