

Worksheet

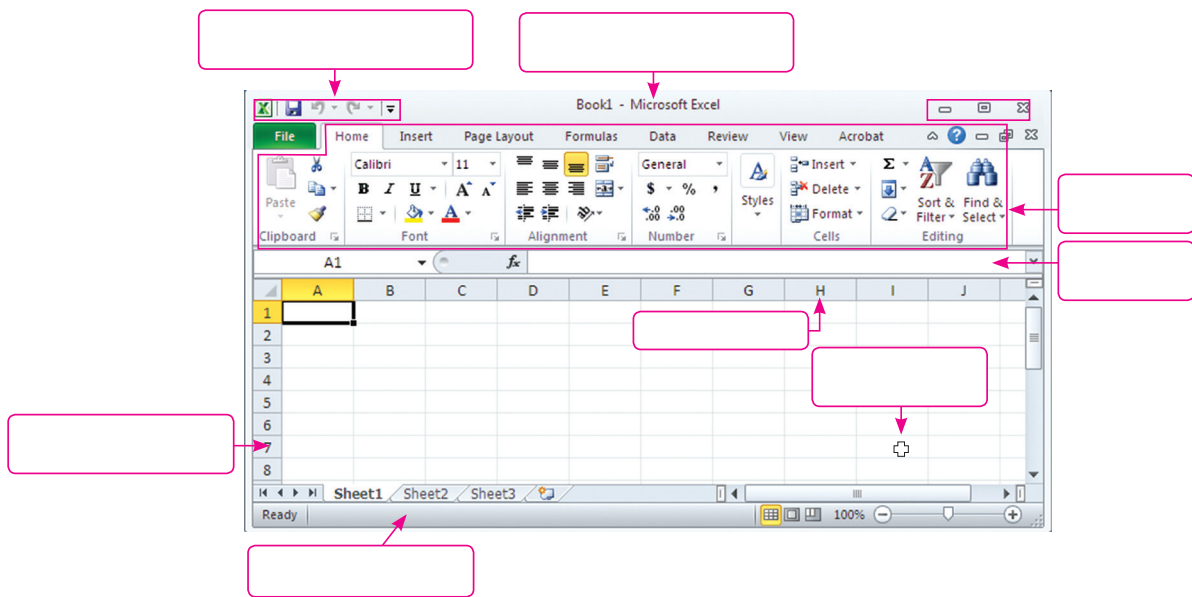
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Name:
Roll No: Class: Section:
Date:

SPREADSHEETS—AN INTRODUCTION

Chapter-5

A. Label the following components of Excel 2016 interface.



B. Fill in the blanks using the hints given below:

Hints: Editing, Cells, Delete, Column, Number

- To edit any content, you have to select the
- To select a column, place the mouse pointer on the header.
- Time and date can be entered in a cell from group under Home tab.
- To delete the contents of cells, select the cells and press the key.
- The Fill button is in the group under Home tab.

C. Answer the following questions:

- List any two features of Excel 2016.
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- What is a range? How can you select a range of cells using the mouse?
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