

Worksheet

Name:

Roll No: Class: Section:

Date:

SPREADSHEETS—AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐

2. Cells arranged horizontally across the screen are called

a. Rows ☐ b. Columns ☐ c. Grids ☐

3. 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.

- 1 The intersection of a column and a row is called a box.
- 2 By default, a workbook file contains three worksheets.
- 3 Double-clicking a cell activates it for editing directly in the cell.
- 4 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

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