

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN MS EXCEL

Chapter-4

A. Define the following:

1. Formula Bar-
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

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

a. Active cell	<input type="checkbox"/>	b. Selected Cell	<input type="checkbox"/>
c. Main Cell	<input type="checkbox"/>	d. Name Box	<input type="checkbox"/>
2. By default, how many sheets are there in a Workbook?

a. 2	<input type="checkbox"/>	b. 4	<input type="checkbox"/>
c. 3	<input type="checkbox"/>	d. 1	<input type="checkbox"/>
3. How many rows are there in a worksheet?

a. 1048576	<input type="checkbox"/>	b. 148576	<input type="checkbox"/>
c. 16384	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

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