

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## LEARNING MS EXCEL 2010

## Chapter-5

### A. Circle the correct option.

1. MS (Word / Excel) is an application software that help us to store and analyse data.
2. You (can / cannot) create charts and graphs from the data to convey more meaningful information.
3. The intersection of a row and a column is called a (cell / address).
4. A workbook is a collection of different (worksheets / workbooks).
5. You (cannot / can) change the width of a column and height of a row in MS Excel.

### B. Complete the sentences.

1. The currently selected cell that appears highlighted with dark black border is called .....
2. A cell in Excel worksheet looks like a .....
3. Address of an active cell is displayed in the .....
4. A green button located at the top left corner that contains commands such as New, Open, Save, etc. is called .....

### C. Label the components of MS Excel Window.

