

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN MS EXCEL

Chapter-6

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 ☐	b. Selected Cell ☐
c. Main Cell ☐	d. Name Box ☐
2. By default, how many sheets are there in a Workbook?

a. 2 ☐	b. 4 ☐
c. 3 ☐	d. 1 ☐
3. How many rows are there in a worksheet?

a. 1048576 ☐	b. 148576 ☐
c. 16384 ☐	d. None of these ☐

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

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