

# Worksheet

2

Name: .....

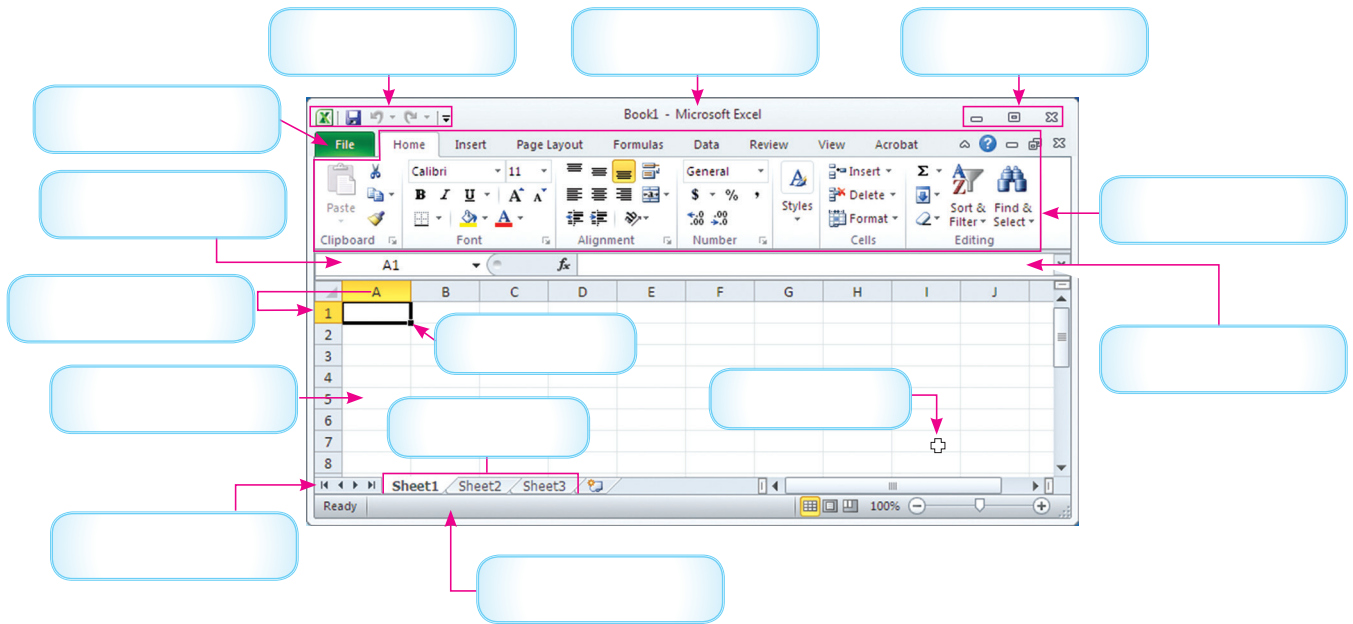
Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO MS EXCEL 2010

## Chapter-7

### A. Label the components of MS excel 2010.



### B. Match the following:

- |                 |                                     |
|-----------------|-------------------------------------|
| 1. Cell Address | a. Collection of worksheet          |
| 2. Cell Range   | b. Text                             |
| 3. Data Type    | c. Intersection of rows and columns |
| 4. Cell         | d. A5:C6                            |
| 5. Workbook     | e. D7                               |

### C. Write 'T' for true and 'F' for false.

- MS EXCEL is a spreadsheet software. ....
- AutoFill feature allows us to arrange data in a series. ....
- Data cannot be viewed in a graphical form as charts. ....
- Functions are built-in formulas in MS Excel. ....