

Worksheet

2

Name:

Roll No: Class: Section:

Date:

LEARNING MS EXCEL 2010

Chapter-5

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 Work?

| | | | |
|------|--------------------------|------|--------------------------|
| 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