

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

- What is the another name of Excel file?
a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called
a. Rows ☐ b. Columns ☐ c. Grids ☐
- What is the collection of one or more than one Spreadsheet called?
a. Workbook ☐ b. Spreadsheets ☐ c. Cell ☐

B. Write 'T' for true and 'F' for false.

- MS Excel is used to make presentation.
- The intersection of a column and a row is called a box.
- By default, a workbook file contains three worksheets.
- Double-clicking a cell activates it for editing directly in the cell.
- Different cells within a row can have different heights.

C. Fill in the blanks using the hints given below:

Hints: column, name, Cell Range, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in box.