

# Worksheet

2

Name: .....

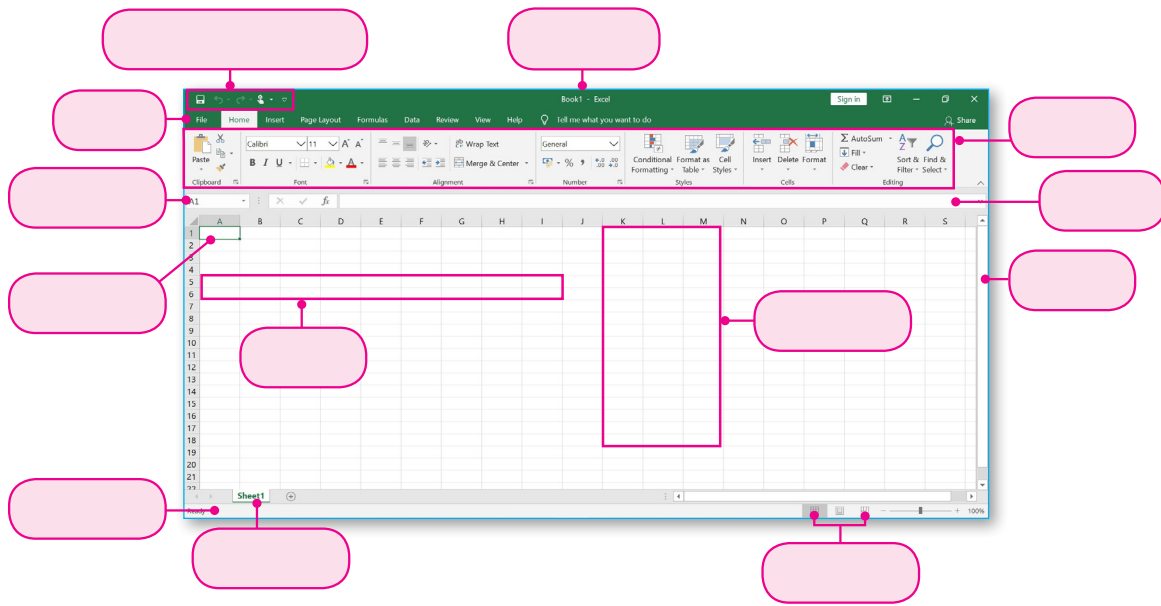
Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO EXCEL 2016

### Chapter-5

#### A. Label the basic components of Excel 2016 in the given window.



#### 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. Answer the following questions:

1. List any two features of Excel 2016.

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2. What is an active cell?

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