

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON EXCEL

Chapter-4

A. Tick (✓) the correct option.

- Home tab includes formatting elements such as

a. Text wrap	☐	b. Merging cells	☐
c. Cell style	☐	d. All of the above	☐
- By right-clicking on the sheet tab, we can rename the

a. Workbook	☐	b. Cell	☐
c. Worksheet	☐	d. Column	☐
- You can specify a column width of 0 to

a. 255	☐	b. 256	☐
c. 409	☐	d. None of these	☐
- We can edit the content of a cell by on it.

a. Right-clicking	☐	b. Double-clicking	☐
c. Clicking	☐	d. None of these	☐
- The command is used for wrapping text in a cell.

a. Wrap	☐	b. Text Wrap	☐
c. Wrapping	☐	d. None of these	☐

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

Hints: Cell Styles, Select All, Insert, Operators, Merge & Center

- The button on the Home tab is used to add a column into a worksheet.
- We can apply a style on the cells by using the command on the Styles group under the Home tab.
- We can select entire worksheet by clicking on the button.
- We can use option in the Alignment group to combine two or more selected cells into a single cell.
- Symbols that specify the calculations to be performed are called