

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EXCEL 2021 – AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

1. Excel cannot be used to

a. Compute Numbers

☐

b. Organizing Data

☐

c. Make Presentations

☐

2. The content of the active cell appears in the bar.

a. Status

☐

b. Formula

☐

c. Title

☐

3. displays the status and results of the common functions used in Excel

a. Status Bar`

☐

b. Formula Bar`

☐

c. Name Box

☐

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

1. A cell is the basic unit of a worksheet.

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2. A workbook can only have a single worksheet.

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3. Page Break Preview is a type of View option in Excel.

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4. It is not possible to rename a Worksheet in Excel.

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C. You want to select a range of cells. How can you do this by using the cell number box?

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