

Worksheet

Name:

Roll No: Class: Section:

Date:

EXCEL 2021 - AN INTRODUCTION

Chapter-5

A. Tick (✓) the correct option.

- Which of these is an another name of Excel file?

a. Workbook	<input type="checkbox"/>	b. Worksheet	<input type="checkbox"/>	c. Spreadsheet	<input type="checkbox"/>
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- Which of these are cells arranged horizontally across the screen?

a. Rows	<input type="checkbox"/>	b. Columns	<input type="checkbox"/>	c. Grids	<input type="checkbox"/>
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- Which of these is the intersection of a row and column?

a. Workbook	<input type="checkbox"/>	b. Worksheet	<input type="checkbox"/>	c. Cell	<input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

- Excel is the most suited program for documentation.
- A workbook may contain any number of worksheets according to the user's need.
- Letters A to Z, AA to AZ are the row headings.
- Status bar displays the currently selected commands.
- Data cannot be entered in an active cell.

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

Hints: column, name, View, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- options help us to view the worksheets in different modes.
- The address of the active cell is displayed in box.