

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-3

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

a. Workbook

☐

b. Worksheet

☐

c. Spreadsheet

☐

d. None of these

☐

2. Cells arranged horizontally across the screen are called

a. Rows

☐

b. Columns

☐

c. Grids

☐

d. None of these

☐

3. The intersection of a row and column is called

a. workbook

☐

b. worksheet

☐

c. cell

☐

d. row

☐

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

1. MS Excel is the most suited program for documentation.

2. A workbook may contain any number of worksheets according to the user's need.

3. Letters A to Z, AA to AZ are the row headings.

4. Status bar displays the currently selected commands.

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

Hints: Column, Name, Non-contiguous, Formula

1. bar is used to enter and edit formulas and perform calculations on worksheet.

2. Cells arranged vertically across the screen are called

3. Cell Range is a collection of cells which are not adjacent to one another.

4. The address of the active cell is displayed in box.