

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-3

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

1. By default, an Excel workbook contains 4 worksheets.
2. Letters A to Z, AA to AZ are the Row headings.
3. Rows are denoted by letters in a worksheet.

B. Answer the following questions:

1. What is MS Excel?
.....
2. What is a formula?
.....
3. How will you enter data in a worksheet?
.....
4. What is a cell?
.....

C. Match the following:

- | | |
|--------------------------|--|
| 1. Merge & Center button | a. To move one screen up |
| 2. Page Up | b. Home tab |
| 3. Ctrl+Home | c. To move to the first cell of the topmost row. |