

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN EXCEL 2016

Chapter-4

A. Define the following:

1. Formula Bar -
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called

a. Active cell <input type="checkbox"/>	b. Selected Cell <input type="checkbox"/>
c. Main Cell <input type="checkbox"/>	d. Name Box <input type="checkbox"/>
2. By default, how many sheets are there in a Workbook?

a. 2 <input type="checkbox"/>	b. 4 <input type="checkbox"/>
c. 3 <input type="checkbox"/>	d. 1 <input type="checkbox"/>
3. How many rows are there in a worksheet?

a. 1048576 <input type="checkbox"/>	b. 148576 <input type="checkbox"/>
c. 16384 <input type="checkbox"/>	d. None of these <input type="checkbox"/>

C. Write the steps to create a new workbook in MS Excel.

- Step 1.....
- Step 2.....
- Step 3.....
- Step 4.....