

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON EXCEL 2019

Chapter-2

A. Tick (✓) the correct option.

1. Which of the following options are included in the Home tab?

a. Wrap Text

☐

b. Merging cells

☐

c. Cell style

☐

d. All of the above

☐

2. Which of the following can be renamed?

a. Workbook

☐

b. Cell

☐

c. Worksheet

☐

d. Column

☐

3. What is the maximum width of a column in excel?

a. 255

☐

b. 256

☐

c. 409

☐

d. None of these

☐

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

Hints: Cell Styles, worksheet, Home, Merge & Center

1. The Insert button on the tab is used to add a column into a worksheet.

2. We can apply a style on the cells by using the Cell Styles command on the group under the Home tab.

3. We can select entire by clicking on the select all button.

4. We can use option to combine two or more selected cells into a single cell.

C. Explain the selecting cells in a worksheet.

1. Single Cell:

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2. Entire Row/Column:

.....

3. Entire Worksheet:

.....