

Worksheet

2

Name:

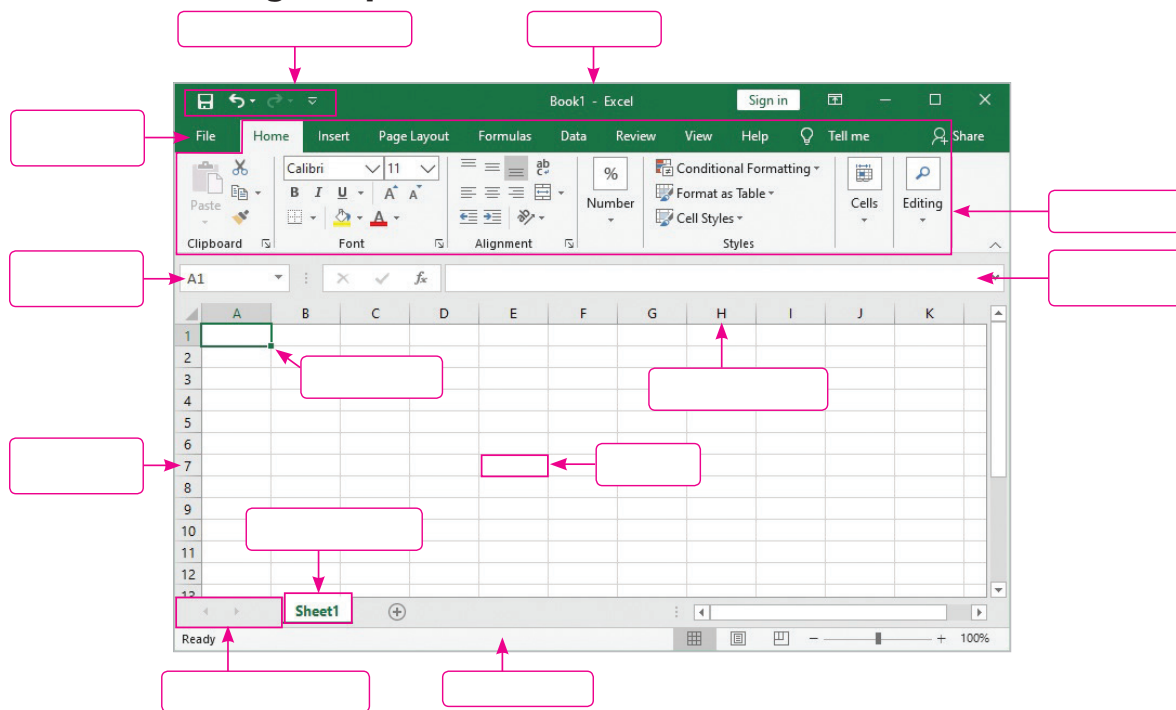
Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-2

A. Label the following components of Excel 2016 interface.



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

Hints: Editing, Cells, Delete, Column, Number

1. To edit any content, you have to select the
2. To select a column, place the mouse pointer on the header.
3. Time and date can be entered in a cell from group under Home tab.
4. To delete the contents of cells, select the cells and press the key.
5. The Fill button is in the group under Home tab.

C. Answer the following questions:

1. List any two features of Excel 2016.
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2. What is a cell range? How can you select a range of cells using the mouse?
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