

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-2

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

a. Workbook

☐

b. Worksheet

☐

c. Spreadsheet

☐

d. Spreadbook

☐

2. Cells arranged horizontally across the screen are called

a. Rows

☐

b. Columns

☐

c. Grids

☐

d. Box

☐

3. What is a collection of one or more spreadsheets called?

a. Workbook

☐

b. Worksheet

☐

c. Cell

☐

d. None of these

☐

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

1. The intersection of a column and a row is called a box.

2. By default, a workbook file contains three worksheets.

3. Double-clicking a cell activates it for editing directly in the cell.

4. Different cells within a row can have different heights.

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

Hints: Column, name, Cell Range, 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. is a collection of cells which are not adjacent to one another.

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