

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-2

A. Explain the following:

1. Block
2. Active cell
3. Column Heading

B. Tick (✓) the correct option.

1. Which of the following are in-built formulas in Excel 2016?

a. Functions	<input type="checkbox"/>	b. Auto fill	<input type="checkbox"/>
c. Ribbon	<input type="checkbox"/>	d. Name Box	<input type="checkbox"/>
2. We can also save the workbook by pressing keys.

a. Ctrl+S	<input type="checkbox"/>	b. Ctrl+A	<input type="checkbox"/>
c. Ctrl+P	<input type="checkbox"/>	d. Ctrl+B	<input type="checkbox"/>
3. Which of these is a collection of worksheets?

a. Workbook	<input type="checkbox"/>	b. Cell range	<input type="checkbox"/>
c. Block	<input type="checkbox"/>	d. Cell	<input type="checkbox"/>
4. Which of the following is a collection of two or more cells?

a. Workbook	<input type="checkbox"/>	b. Cell range	<input type="checkbox"/>
c. Block	<input type="checkbox"/>	d. Cell	<input type="checkbox"/>

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

1. Worksheet navigation buttons are located on the right side of the worksheet tab.
2. A group of cells when selected forms a rectangle which is called a block.
3. An excel file is called workbook.