## Worksheet

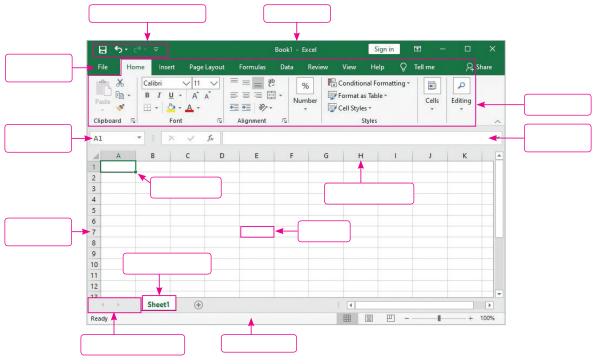
2

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

- 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.
- 2. What is a cell range? How can you select a range of cells using the mouse?