

# 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.