

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO EXCEL 2019

### A. Tick (✓) the correct option.

- What is the another name of Excel file?
  - Workbook ☐
  - Worksheet ☐
  - Spreadsheet ☐
- Cells arranged horizontally across the screen are called .....
  - Rows ☐
  - Columns ☐
  - Grids ☐
- A group of cells which are adjacent to each other are called a .....
  - Worksheet ☐
  - Active cell ☐
  - Cell range ☐
- Which of the following shortcut key is used to move the active cell one row up?
  - Shift + Enter key ☐
  - Shift + Tab key ☐
  - Ctrl + End key ☐

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

**Hints:** Book1, cell, worksheet, Cancel

- The intersection of a row and a column is called .....
- ..... window is a single page in Excel, it is also called spreadsheet.
- The ..... button is used to cancel the typing task.
- The default file name of a new workbook is .....

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

- A workbook can contain any number of worksheets. ....
- Data cannot be entered in an active cell. ....
- Title bar is located on the bottom of the window. ....
- Ribbon has tabs with group of related commands displayed on it. ....