

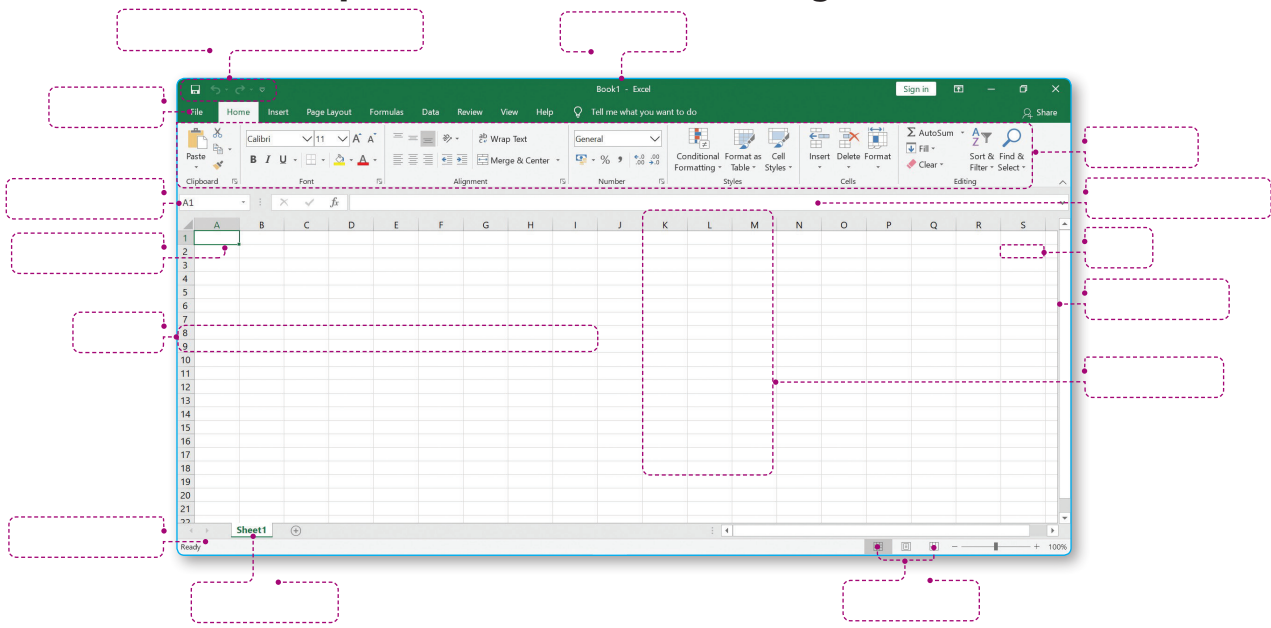
Name: \_\_\_\_\_

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

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

## INTRODUCTION TO EXCEL 2019

**A. Label the basic components of Excel 2019 in the given window.**



**B. Match the following:**

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1. Name box             | a. Collection of worksheet          |
| 2. File Tab             | b. Save, Undo and Redo              |
| 3. Quick Access Toolbar | c. Intersection of rows and columns |
| 4. Cell                 | d. Contains commands                |
| 5. Workbook             | e. Address of the active cell       |

**C. Answer the following questions:**

1. Write the steps to remove a worksheet.

.....

2. What is an active cell?

.....