

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO EXCEL 2016

A. Tick (✓) the correct option.

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

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

Hints: charts, cell, worksheet, functions

- The intersection of a row and a column is called
- window is a single page in Excel, it is also called spreadsheet.
- are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as

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.