

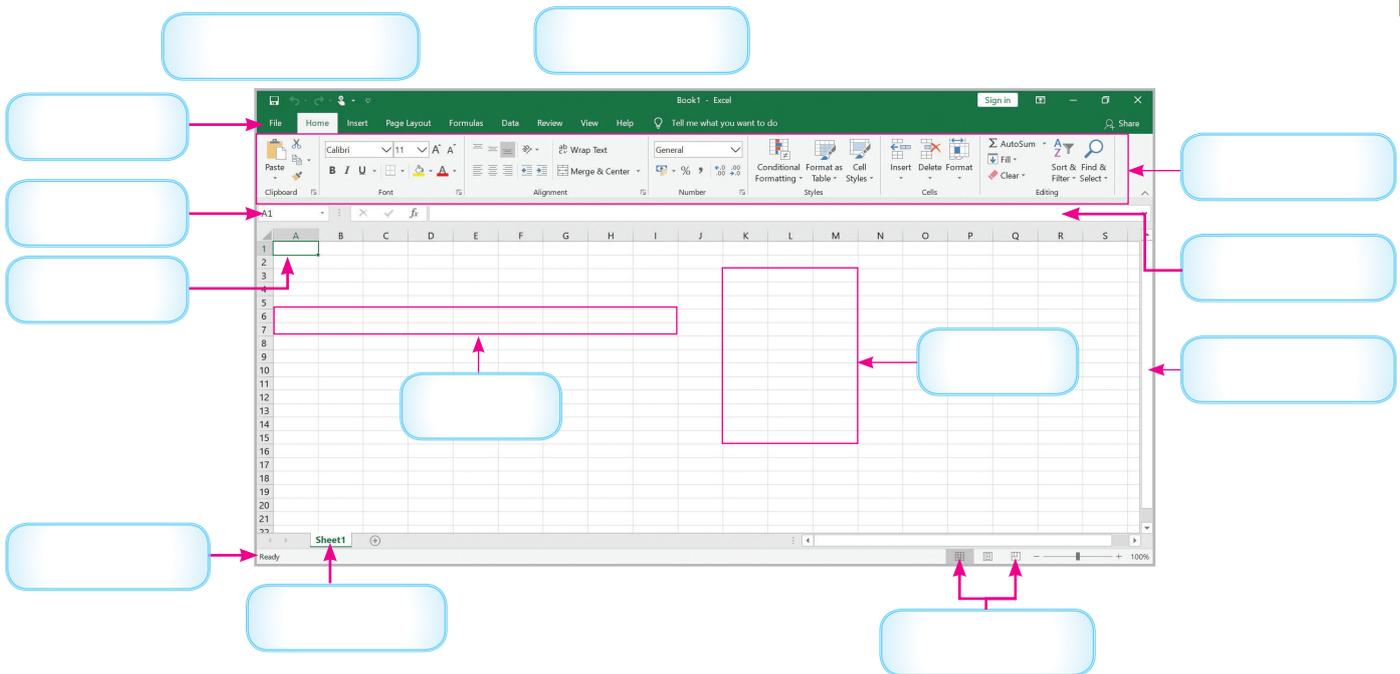
Name: \_\_\_\_\_

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

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

## INTRODUCTION TO EXCEL 2016

**A. Label the basic components of Excel 2016 in the given window.**



The screenshot shows the Excel 2016 window with the following components highlighted for labeling:

- File menu (top left)
- Home tab ribbon (top)
- Font group (top left of ribbon)
- Clipboard group (top left of ribbon)
- Cell Address (A1) (top left of grid)
- Column Headers (A-S) (top of grid)
- Row Headers (1-23) (left of grid)
- Active Cell (A1) (top left of grid)
- Cell Range (A5:C6) (middle of grid)
- Worksheet Name (Sheet1) (bottom left)
- Status Bar (bottom)
- Zoom Slider (bottom right)

**B. Match the following.**

- |                 |                                     |
|-----------------|-------------------------------------|
| 1. Cell Address | a. Collection of worksheet          |
| 2. Cell Range   | b. Text                             |
| 3. Data Type    | c. Intersection of rows and columns |
| 4. Cell         | d. A5:C6                            |
| 5. Workbook     | e. D7                               |

**C. Answer the following questions.**

1. Write the steps to remove a worksheet.

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2. What is an active cell?

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