

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON EXCEL 2016

A. Tick (✓) the correct option.

- Which of the following options are not included in the Home tab?

a. Text wrap	<input type="checkbox"/>	b. Merging cells	<input type="checkbox"/>
c. Cell style	<input type="checkbox"/>	d. All of the above	<input type="checkbox"/>
- Which of the following can be renamed?

a. Workbook	<input type="checkbox"/>	b. Cell	<input type="checkbox"/>
c. Worksheet	<input type="checkbox"/>	d. Column	<input type="checkbox"/>
- What is the maximum width of a column in excel?

a. 255	<input type="checkbox"/>	b. 256	<input type="checkbox"/>
c. 409	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following action is performed to edit the contents of a cell?

a. Right-clicking	<input type="checkbox"/>	b. Double-clicking	<input type="checkbox"/>
c. Clicking	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following command is used for wrapping text?

a. Wrap	<input type="checkbox"/>	b. Text Wrap	<input type="checkbox"/>
c. Wrapping	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

Hints: Styles, worksheet, Home, Symbols, Merge & Center

- The Insert button on the tab is used to add a column into a worksheet.
- We can apply a style on the cells by using the Cell Styles command on the group under the Home tab.
- We can select entire by clicking on the select all button.
- We can use merge & center option in the group to combine two or more selected cells into a single cell.
- that specify the calculations to be performed are called operators.