



ORANGE

WORKSHEET 1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TOUCHPAD
MODULAR Ver. 4.0

Chapter-4

EDITING IN EXCEL 2019

CLASS 7

A. Define the following:

1. Formula Bar -
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called,
a. Active cell b. Selected Cell
c. Main Cell d. Name Box
2. By default, how many sheets are there in a Workbook?
a. 2 b. 4
c. 3 d. 1
3. How many rows are there in a worksheet?
a. 1048576 b. 148576
c. 16384 d. None of these

C. Write the steps to create a new workbook in MS Excel.

- Step 1
- Step 2
- Step 3
- Step 4

Grade:

Teacher's Signature: _____