

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING IN EXCEL 2019

Chapter-4

CLASS 7

A. Define the following:

- Formula Bar -
- Cell -
- Workbook -

B. Tick (✓) the correct option.

- The currently selected cell that appears highlighted with dark black border is called

a. Active cell	<input type="checkbox"/>	b. Selected Cell	<input type="checkbox"/>
c. Main Cell	<input type="checkbox"/>	d. Name Box	<input type="checkbox"/>
- By default, how many sheets are there in a Workbook?

a. 2	<input type="checkbox"/>	b. 4	<input type="checkbox"/>
c. 3	<input type="checkbox"/>	d. 1	<input type="checkbox"/>
- How many rows are there in a worksheet?

a. 1048576	<input type="checkbox"/>	b. 148576	<input type="checkbox"/>
c. 16384	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

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