



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO EXCEL 2016

Chapter-4

A. Write 'T' for true and 'F' for false.

1. By default, an Excel workbook contains 4 worksheets.
2. Letters A to Z, AA to AZ are the Row headings.
3. Rows are denoted by letters in a worksheet.

B. Answer the following questions:

1. What is MS Excel?

.....

2. What is a formula?

.....

3. How will you enter data in a worksheet?

.....

4. What is a cell?

.....

C. Match the following:

1. Merge & Center button	a. To move one screen up
2. Page Up	b. Home tab
3. Ctrl+Home	c. To move to the first cell of the topmost row.