EDITING IN EXCEL 2016

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: _____