

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO EXCEL 2016

### A. Tick (✓) the correct option.

- What is the another name of an Excel file?  
a. Workbook       b. Worksheet       c. Spreadsheet
- Cells arranged horizontally across the screen are called .....  
a. Rows       b. Columns       c. Grids
- What is a group of cells which are adjacent to each other called?  
a. Worksheet       b. Active cell       c. Cell range

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

**Hints:** charts, cell, worksheet, functions

- The intersection of a row and a column is called .....
- ..... window is a single page in Excel, it is also called spreadsheet.
- ..... are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as .....

### C. Write 'T' for true and 'F' for false.

- A workbook can contain any number of worksheets. ....
- Data cannot be entered in an active cell. ....
- Title bar is located on the bottom of the window. ....
- Ribbon has tabs with group of related commands displayed on it. ....