ORANGE

WORKSHEET 2

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

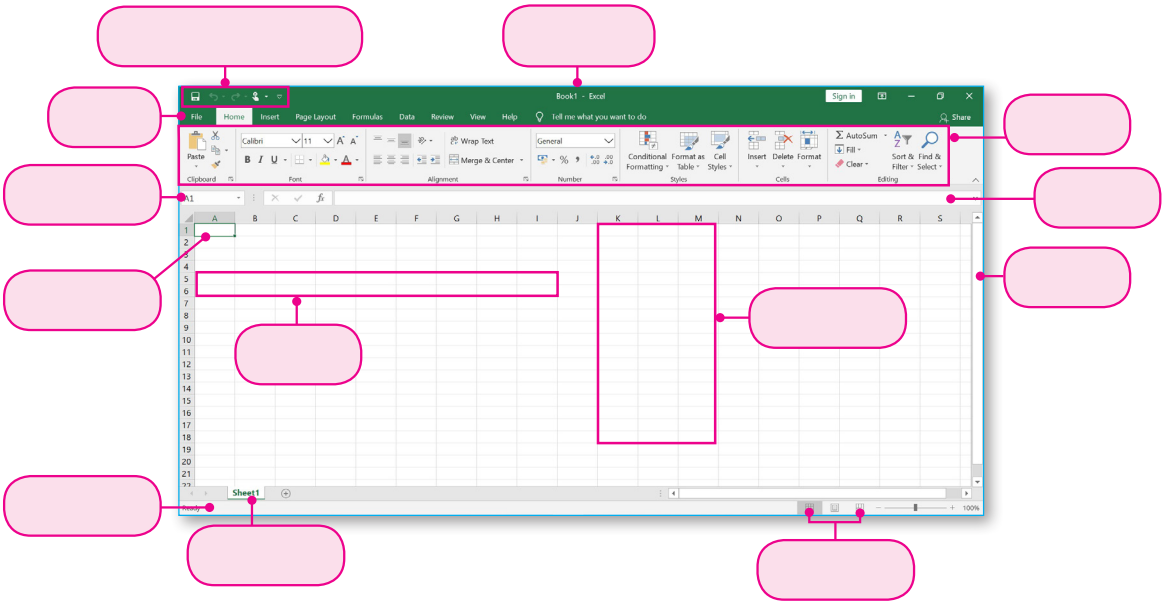
TOUCHPAD PRIME Ver. 2.2

Chapter-4

CLASS 5

INTRODUCTION TO EXCEL 2016

A. Label the basic components of Excel 2016 in the given window.



B. Match the following:

1.	Cell Address	a.	Collection of worksheet
2.	Cell Range	b.	Text
3.	Data Type	c.	Intersection of rows and columns
4.	Cell	d.	A5:C6
5.	Workbook	e.	D7

C. Answer the following questions:

1. List any two features of Excel 2016.

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2. What is an active cell?

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Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____