Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON EXCEL

Chapter-3

A. Tick (✓) the correct option.

1. Home tab includes formatting elements such as ....
   a. Text wrap ☐
   b. Merging cells ☐
   c. Cell style ☐
   d. All of the above ☐

2. By right-clicking on the sheet tab, we can rename the ....
   a. Workbook ☐
   b. Cell ☐
   c. Worksheet ☐
   d. Column ☐

3. You can specify a column width of 0 to ....
   a. 255 ☐
   b. 256 ☐
   c. 409 ☐
   d. None of these ☐

4. We can edit the content of a cell by .... on it.
   a. Right-clicking ☐
   b. Double-clicking ☐
   c. Clicking ☐
   d. None of these ☐

5. The .... command is used for wrapping text in a cell.
   a. Wrap ☐
   b. Text Wrap ☐
   c. Wrapping ☐
   d. None of these ☐

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

Hints: Cell Styles, Select All, Insert, Operators, Merge & Center

1. The .... button on the Home tab is used to add a column into a worksheet.

2. We can apply a style on the cells by using the .... command on the Styles group under the Home tab.

3. We can select entire worksheet by clicking on the .... button.

4. We can use .... option in the Alignment group to combine two or more selected cells into a single cell.

5. Symbols that specify the calculations to be performed are called ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____