

Worksheet

2

Name:

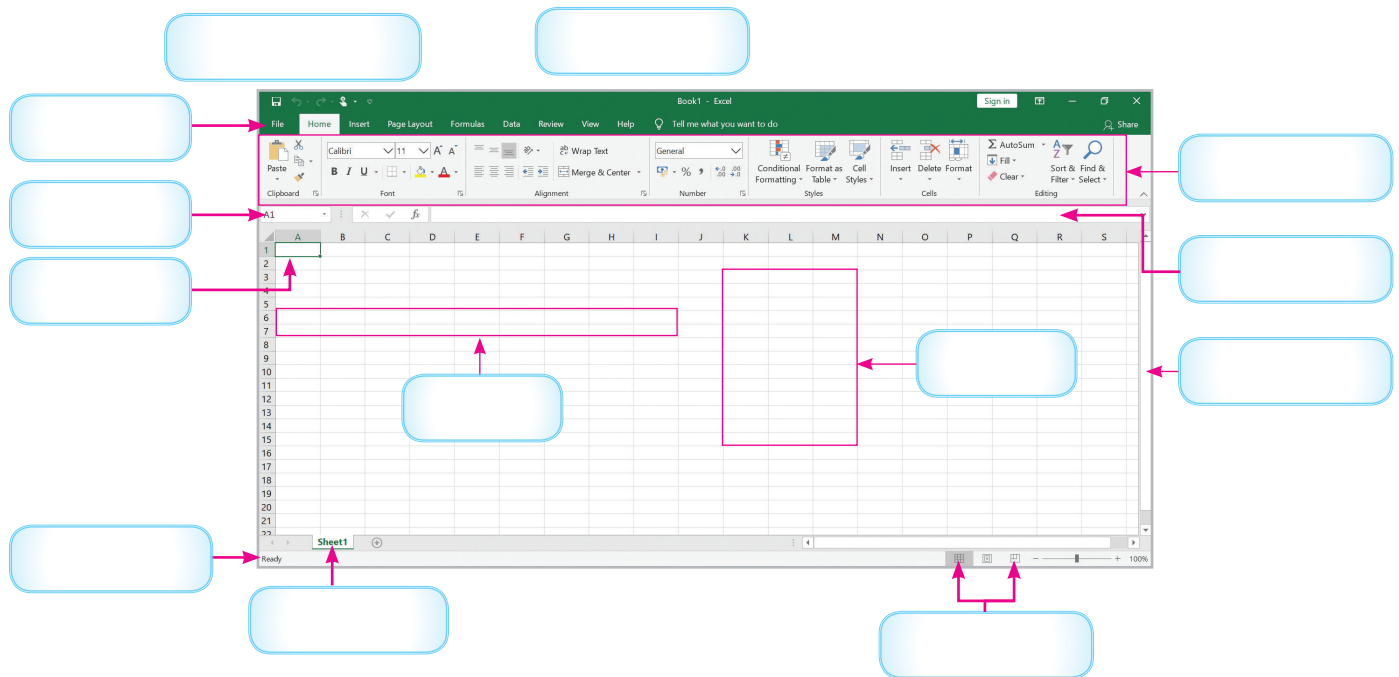
Roll No: Class: Section:

Date:

INTRODUCTION TO EXCEL 2016

Chapter-5

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



B. Match the following.

- | | |
|---------------|-------------------------------------|
| 1. Worksheets | a. Collection of worksheet |
| 2. Columns | b. Horizontal sections of the table |
| 3. Rows | c. Intersection of rows and columns |
| 4. Cell | d. Spreadsheets |
| 5. Workbook | e. Vertical sections of the table |

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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