

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO EXCEL 2019

Chapter-4

A. Tick (✓) the correct option.

- Which of the following option displays the contents of the active cell?
 a. Cell ☐ b. Active cell ☐
 c. Formula Bar ☐ d. Sheet tab ☐
- Which of the following are the vertical sections of the table?
 a. Worksheet ☐ b. Ribbon ☐
 c. Rows ☐ d. Columns ☐
- Which key moves the active cell one row up?
 a. → ☐ b. ↓ ☐
 c. ↑ ☐ d. ← ☐

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

Hints: Down, Enter, Rows, Tab

- The button is used to insert the text.
- Enter key moves the active cell one row.
- key moves the active cell one column to the right.
- The total number of is 1,048,576.

C. Label to add/rename/remove a worksheet.

