

Worksheet

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Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

- What is another name of Excel file?
a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged vertically across the screen are called
a. Rows ☐ b. Columns ☐ c. Grids ☐
- What is a group of cells that 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.
- are the built-in formulas used for calculation.
- 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 at the bottom of the window.
- Ribbon has tabs with group of related commands displayed on it.
- By default, a workbook contains 4 worksheets.