

Worksheet

2

Name:

Roll No: Class: Section:

Date:

LEARNING MS EXCEL 2010

Chapter-5

A. Define the following.

1. Formula Bar:
2. Cell:
3. Workbook:

B. Write 'T' for true and 'F' for false.

1. Status bar includes the name of the currently selected command or current activity.
2. Data cannot be entered in an active cell.
3. Letters A to Z, AA to AZ are the row headings.
4. AutoFill allows user to automatically fill a number of text series.
5. The contents of a cell can be moved or copied to other cells.

C. Write the steps to create a new workbook in MS Excel.

- Step 1
- Step 2
- Step 3
- Step 4