

# WORKSHEET

## 5

1. What is Excel? Name any two places you would use.

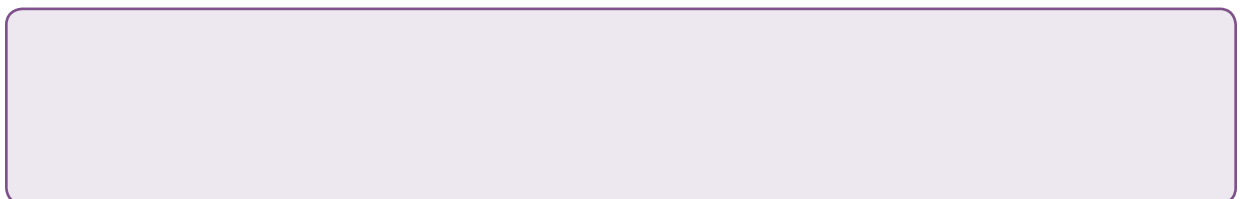
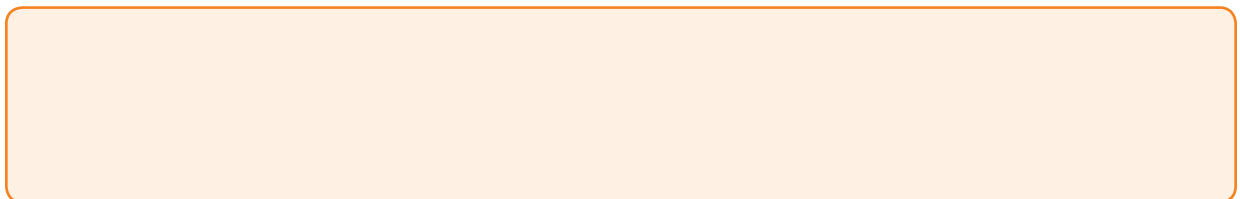
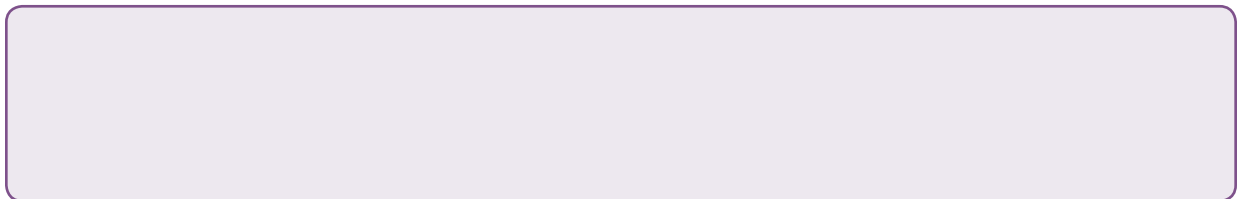
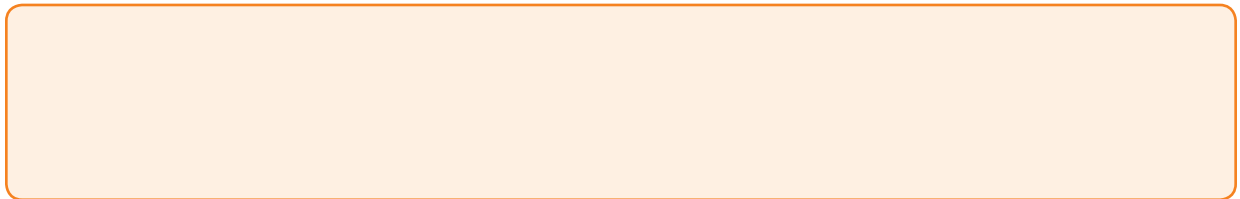
2. State the difference between a Workbook and a Worksheet.

Workbook	Worksheet

**3. What is a Contextual Tab?**



**4. State the steps involved in Direct Cell Editing of a cell.**



5. What is the last column heading and last row heading of an Excel Sheet?

Last Column Heading:

Last Row Heading:

6. State the three different print options along with its meaning that are displayed when the mouse pointer is hovered over the Print option.


7. Fill in the blanks with the given words:

Formula	F2	xlsx	Quick Print	Delete
XFD	three	Active Cell	1048576	Esc

- a) Select a cell and press the \_\_\_\_\_ key on the keyboard to clear the contents of a cell.

- b) The \_\_\_\_\_ option of the print group is used to print a worksheet on the default printer.
- c) The default extension of a Excel file is \_\_\_\_\_.
- d) The function key \_\_\_\_\_ is used to edit the contents of a cell.
- e) \_\_\_\_\_ is used to perform mathematical calculations.
- f) The \_\_\_\_\_ key is used to cancel any entry made in a cell.
- g) The maximum number of rows possible in a worksheet is \_\_\_\_\_.
- h) The last column name in an excel sheet is \_\_\_\_\_.
- i) The number of sheets shown by default in excel is \_\_\_\_\_.
- j) A cell having a cell pointer on it is called \_\_\_\_\_.

### 8. Match the columns:

Open a Workbook	Navigating the worksheet.
Cell Reference	Cell Range
Scroll Bar	Ctrl + O
Save	Cell Address
Group of Cells	

### 9. State whether True(T) or False(F):

- a) Excel is used for creating attractive presentations. ☐
- b) A Worksheet is a file that contains workbooks. ☐
- c) The keyboard shortcut Ctrl + N is used to start with a new workbook. ☐
- d) You cannot add more buttons to a Quick Access Toolbar. ☐
- e) The Quick Access toolbar is not configurable. ☐
- f) Text is a combination of characters or character and digits that cannot take part in any mathematical calculations. ☐
- g) The Name Box is used to edit the contents of a cell. ☐
- h) Column heading is a number and Row heading is an alphabet or group of alphabets. ☐
- i) For editing contents in a cell the function key F2 is used. ☐
- j) While saving a file the default extension of an Excel file is .xlsx. ☐