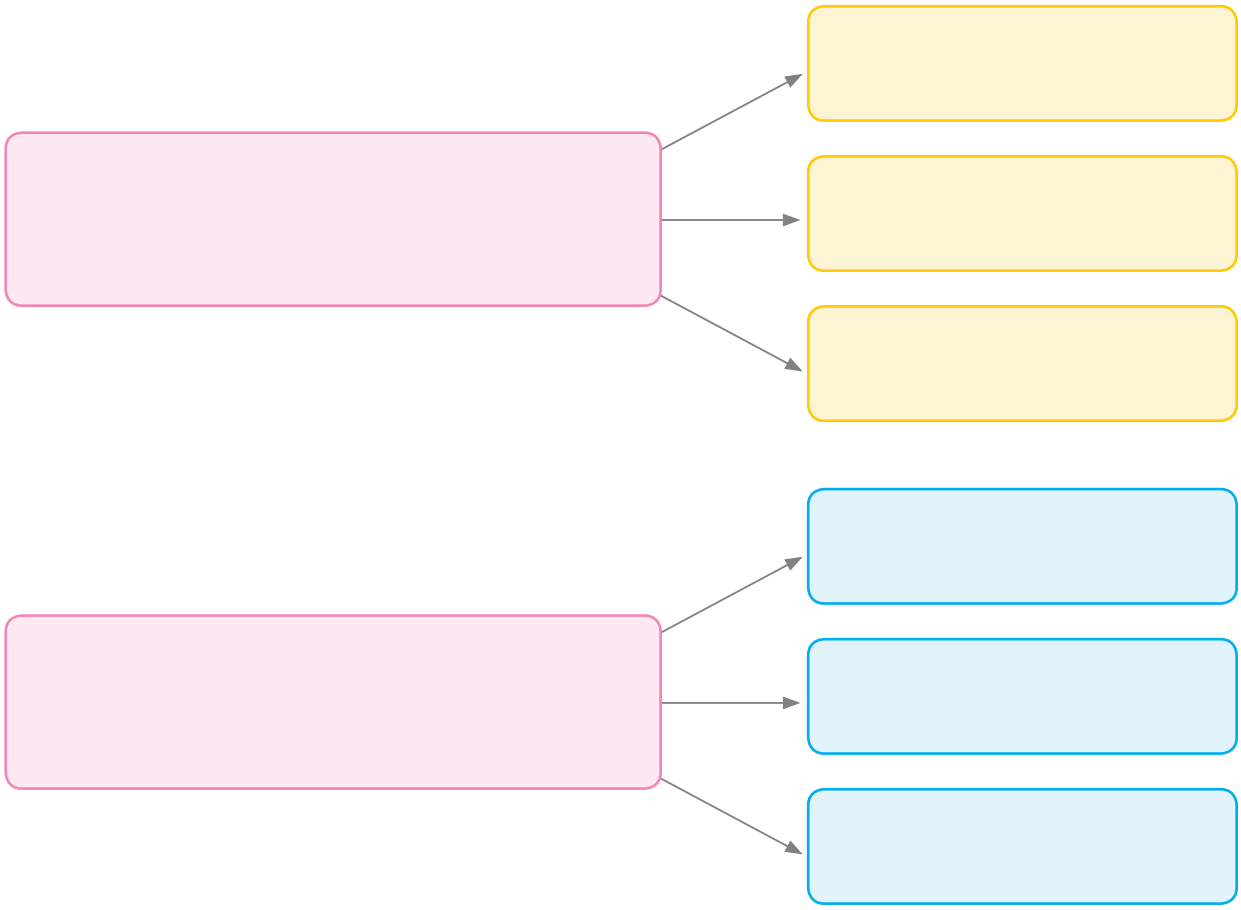
WORKSHEET 6

1. What is an Excel Range? Which key may be used to select a range of cells?

2. How would you select an entire worksheet using your mouse in one go? Also state the quick key combination for selecting an entire worksheet.

3. What are the default worksheet names in a workbook? What is the quick key combination for inserting a worksheet?

4. **State the different form of alignments that is possible for data in a cell.**

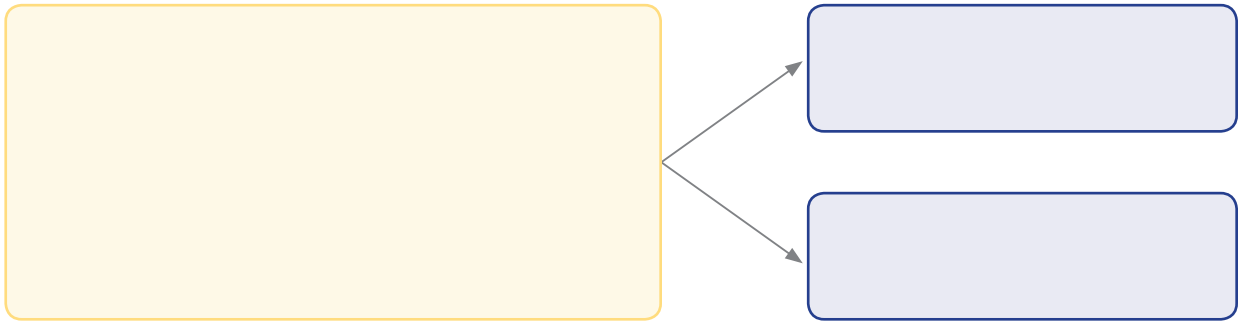


5. **What is the default row height and column height in Excel?**

Row Height:

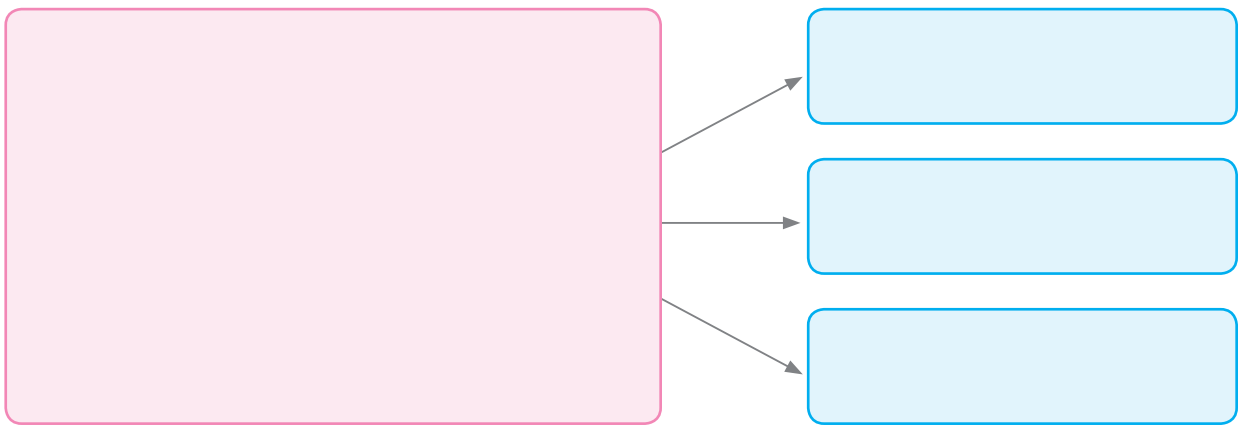
Column Width:

6. **What are formulas? What are the major components of a formula?**



7. **What is concatenation? Write the formula to concatenate the contents of the cell D5 and E5.**

8. **What is a function? Name the three components of a function.**



9. **Use functions to find the:**

a) sum of the cells C5, C6 and C7

b) products of the cells C5, D5 and E5

c) Largest and Smallest number in the cells, D5, E5, F5, G5 and H5.

10. Fill in the blanks with the given words:

Numeric	**Dollar**	**Cell Style**	**Insert**	**Wrap**
Cell Range	**=(equal)**	**Adjustment**	**Number**	**Horizontal**

a) Two types of alignment is possible in a cell namely Vertical Alignment and _____ Alignment.

b) Shift + F11 is used to _____ a worksheet into a workbook.

c) The _____ tool is used to change the width of a column through the column heading in a worksheet.

d) You can ensure consistent formatting in all the cells in a worksheet in one go using _____.

e) A formula which is used to perform mathematical calculation is called _____ formula.

f) _____ is used to show a long text in multiple lines in a cell.

g) A group of adjacent cells is called _____.

h) A function or a formula always begins with a _____ sign.

i) The Format Cells dialog box is present on the _____ tab.

j) The _____ sign is used to during Absolute Cell Referencing.

11. State whether True(T) or False(F):

a) To select an entire row click on the column heading in a worksheet. ☐

b) Ctrl + X can also be used to delete the content of a cell or a group of cells. ☐

c) Numbers are right-aligned by default. ☐

d) It is possible to wrap text in a cell. ☐

e) 1 point is equivalent to 1/72 of an inch. ☐

f) Simply double click on a Sheet tab to remove a sheet in a workbook. ☐

g) Once a cell style has been defined for a cell range it cannot be removed. ☐

h) Relative Cell Referencing adjusts and changes the cell references when copied. ☐

i) & is a text concatenation operator. ☐

j) The Home tab is used to change cell styles. ☐