

4. A formula always starts with an _____ sign in MS Excel.
 (a) ✓ = (equal) (b) % (percent) (c) # (Hash)
5. Ctrl + End key is used to go to _____ of the worksheet.
 (a) Start (b) ✓ End (c) Middle

B. Fill in the blanks.

Workbook

32767

address

cell

formula

close

worksheet

1. A cell can contain upto 32767 characters.
2. The area formed by intersection of a column and row is known as cell.
3. A worksheet contains the data in the form of row and columns.
4. Each cell has its own address for reference.
5. A collection of worksheets is called workbook.
6. Title bar contains minimize, maximize and close buttons.
7. A formula is a mathematical expression to perform calculations on data.

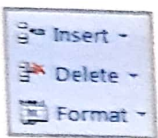
C. Tick the (✓) correct and Cross (X) the wrong ones.

1. You cannot insert a new worksheet. X
2. A worksheet contains the data in the form of rows and columns. ✓
3. Status bar also displays the zoom option. ✓
4. You cannot type data in MS Excel worksheet. X
5. Ctrl + K is used to copy the text. X
6. Cell is the smallest unit of worksheet. ✓

F. Quiz

Identify the groups in which the following commands are present.

1.



Cells

2.



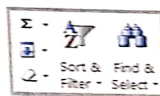
Alignment

3.



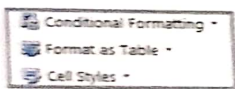
Clipboard

4.



Editing

5.



Styles

6.



Font

