



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



WORKSHEET - 7

Topic – Introduction to Excel and components of excel window

Subject: COMPUTER Class - 6

F.M:15

Chapter: Excellent Excel

Date: 19/06/2021

Choose the correct answer for each question

15x1=15

- This software is used to create electronics worksheet.
 - MS Excel
 - MS Word
 - MS PowerPoint
 - All of these
- An excel document containing worksheets is called a _____.
 - filesheet
 - booksheet
 - wordpress
 - workbook
- What is the intersection of a column and a row on a worksheet called?
 - Column
 - Value
 - Address
 - Cell
- This displays the content of the active cell.
 - Formula bar
 - Address bar
 - Title bar
 - None of these
- Excel is developed by _____ Corporation.
 - Microsoft
 - Apple
 - Google
 - None of these
- By default, new workbooks created in Excel contain _____ worksheet.
 - Two
 - Three
 - One
 - Four
- _____ run horizontally across the worksheet and they are identified by numbers.
 - Rows
 - Columns
 - Cells

- d. Data
8. There are a total of _____ columns in a worksheet.
- a. 200
 - b. 256
 - c. 216
 - d. 236
9. _____ display the name of current workbook.
- a. Address bar
 - b. Title bar
 - c. Formula bar
 - d. None of these
10. It refers to the boundary of the highlighted cell or cells that are selected.
- a. Workbook
 - b. Cell pointer
 - c. Worksheet
 - d. None of these
11. _____ displays the cell reference of active cell.
- a. Address bar
 - b. Title bar
 - c. Formula bar
 - d. None of these
12. It is the tabular area in an Excel window in which you enter data and perform functions.
- a. Workbook
 - b. Cell pointer
 - c. Worksheet
 - d. None of these
13. These are vertical lines of data in Excel worksheets.
- a. Rows
 - b. Columns
 - c. Data
 - d. Cells
14. Each excel worksheet has a total of _____ rows.
- a. 65536
 - b. 75523
 - c. 55452
 - d. 88526
15. B15 in excel represents_____.
- a. Column B, Row 15
 - b. Row B, Column 15
 - c. Column B, Row B
 - d. Column 15, Row 15

Phalguni Pramanik