



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -3

Topic – Introduction to Excel and getting familiar with excel

Subject: COMPUTER Class - 6

F.M:15

Chapter: Excellent Excel

Date: 09/05/2020

Choose the correct answer for each question

15x1=15

1. What is the intersection of a column and a row on a worksheet called ?
 - a. Column
 - b. Value
 - c. Address
 - d. Cell
2. Excel is developed by _____ Corporation.
 - a. Microsoft
 - b. Apple
 - c. Google
 - d. None of these
3. Statistical calculations and preparation of tables and graphs can be done using
 - a. MS PowerPoint
 - b. MS Paint
 - c. MS Excel
 - d. MS Word
4. By default, new workbooks created in Excel contain _____ worksheet.
 - a. Two
 - b. Three
 - c. One
 - d. Four
5. _____ run horizontally across the worksheet and they are identified by numbers.
 - a. Rows
 - b. Columns
 - c. Cells
 - d. Line
6. _____ display the name of current workbook.
 - a. File tab
 - b. Title bar
 - c. Home tab
 - d. Insert tab

7. The shortcut key to copy a cell content:
- Ctrl + A
 - Ctrl + C
 - Ctrl + V
 - Ctrl + Z
8. _____ displays the cell reference of active cell.
- Address bar
 - Title bar
 - Formula bar
 - None of these
9. To select the whole column :
- Select the cell of that column
 - Click on all the row header
 - Click on that column header
 - None of these
10. Key pressed from keyboard to delete the content of active cell:
- Enter
 - Tab
 - Insert
 - Delete
11. _____ displays the value or formula entered in the active cell.
- Title bar
 - Formula bar
 - Both (a) and (b)
 - Address bar
12. The shortcut key to paste a cell content from one cell to another:
- Ctrl + A
 - Ctrl + C
 - Ctrl + V
 - Ctrl + Z
13. To select the whole row :
- Select the cell of that column
 - Click on that row header
 - Click on that column header
 - None of these

14. We can add more worksheets to our workbook.

- a. True
- b. False

15. Which among the following is correct?

- a. Row D, Column 7
- b. Row 7, Column 7
- c. Row 7, Column D
- d. Row D, Column D

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