



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -3(Answer Key)

### 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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