



VELANKANNI PUBLIC SCHOOL,
R-10, KODUNGAIYUR, CHENNAI- 600 118.

COMPUTER SCIENCE WORKSHEET

LESSON – 1 EXCEL BASICS

Student Name : _____ Std : _____ Section : _____

I. Drag and drop the correct answers from the help area.

Help Area:	FORMULA BAR	QUICK ACCESS TOOLBAR	RIBBON
	NAME BOX	BACKSTAGE VIEW	CELL

1. The _____ contains all the commands you will need to work on your worksheet.
2. A _____ is the intersection of a row and a column.
3. The _____ is used to enter and edit data, formulas and functions.
4. The _____ has options to Open, Save, Print etc.
5. The _____ helps you to access commands quickly no matter which tab you are in.
6. _____ gives the cell address.