



Class/Div: VII  
Subject: Computer

DATE: 27/03/2020  
Worksheet No. 1

**Choose the correct option**

1. A Worksheet is also called \_\_\_\_\_  
a) Spreadsheet                      b) Tax Sheet                      c) Bed sheet
2. Alt + F4 key is used to \_\_\_\_\_ Excel.  
a) Exit                      b) Create New                      c) Open
3. The cell with a dark boundary is called \_\_\_\_\_  
a) New Cell                      b) Active cell                      c) Cell Address
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
6. <> is a \_\_\_\_\_ operator  
a) Less than                      b) Greater than                      c) Not equal to

**Fill in the blanks**

1. A \_\_\_\_\_ is a mathematical expression to perform calculations on data.
2. Arranging a given set of data in ascending or descending order is called \_\_\_\_\_
3. Ctrl + X and Ctrl + V combination is used to \_\_\_\_\_ and \_\_\_\_\_ the contents of a cell
4. To remove contents of cell, select it and press \_\_\_\_\_ key

**Match the following with the correct answers**

Operator	Meaning
>	Less than or equal to
>=	Greater than
<>	Greater than or equal to
<=	Not equal to

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