



Class/Div: VII

DATE:

27/03/2020

Subject: Computer

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
