



Fill in the blanks, MCQs and True/False

1 User can manage multiple sheets from which of the following part of spreadsheet software?

- a) Status bar
- b) Sheet tab
- c) Formula bar
- d) Worksheet Area

2 To insert new worksheet from Home tab click on _____ -> _____ option.

3 When user inserts a new worksheet in spreadsheet software, the new worksheet will be inserted to _____

- a) Next to the current sheet
- b) Previous to the current sheet
- c) At the end in sheet tab (Last Position)
- d) At the beginning of the sheet tab (First Position)

4 The user cannot rename your worksheet with their desired names. (True/False)

5 Rename sheet option is available in _____ group of Home tab.

6 Once user deletes the worksheet it can't be undone. (True/False)

7 The shortcut key to move to next worksheet (Right) is _____

8 The shortcut key to move to previous worksheet (Left) is _____

9 The user can apply any color to the sheet tab. (True/False)

10 The user cannot delete multiple sheets at a time. (True/False)

11 To select multiple sheets, the user can click on the worksheet by holding which of the following key?

- a) Alt
- b) Ctrl
- c) Shift
- d) End

12 The user can move the worksheet anywhere in the workbook or in other spreadsheet as well. (True/False)

