



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)

