

"CHARACTER IS A STRANGE BLENDING OF FLINTY STRENGTH AND PLIABLE WARMTH"

LOG ON TO MS-EXCEL

WORKSHEET 2

NAME THE FOLLOWING:

1. The horizontal arrangement of cells. _____
2. The vertical arrangement of cells. _____
3. Basic unit of worksheet formed by the intersection of a row and column where we enter data. _____
4. Black boundary around the selected cell that specifies which cell is active at that moment. _____
5. The cell on which we are working currently. _____
6. An MS-Excel file which consist of one or more worksheets. _____
7. Grid of cells made up of horizontal rows and vertical columns. _____
8. It displays the name of the workbook, which is currently in use. _____
9. It displays address of the current cell. _____
10. This area displays the contents of the active cell. _____

"SOMETIMES THE BEST ADVICE IN LIFE COMES FROM THE LAST PLACE YOU'D EXPECT"

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WORKSHEET 3

GIVE SHORTCUT KEYS FOR THE FOLLOWING:

1. Save a worksheet _____

2. Open a worksheet _____

3. To move one column right. _____

4. To move one column left. _____

5. To move one row up. _____

6. To move one row down. _____

7. To move one screen up. _____

8. To move one screen down. _____

9. To move to the first cell of the topmost row. _____

10. To move to the last used cell of spreadsheet. _____

"THE WAY TO GET STARTED IS TO QUIT TALKING AND BEGIN DOING"

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ANSWER IN ONE WORD:

1. How many rows and columns are there in a worksheet?

2. Which button is used to perform addition of a range in a cell?

3. How many worksheets are there by default in a workbook?

4. What is the extension of MS-Excel file?

5. Which symbol indicates that a formula is entered in a cell?

6. Which button on Home tab lets us place the contents in the centre of cell

across a number of columns?

7. How many characters a cell can contain?

8. AutoSum button is present on which tab?
