

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?
