



Class/Div: VII
Subject: Computer

DATE: 27/03/2020
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
