VELANKANNI PUBLIC SCHOOL,
R-10, KODUNGAIYUR, CHENNAI- 600 118.
COMPUTER SCIENCE WORKSHEET
LESSON – 1 EXCEL BASICS

Student Name : _____ Std : _____ Section : ____

I. Drag and drop the correct answers from the help area.

Help Area:	**FORMULA BAR**	**QUICK ACCESS TOOLBAR**	**RIBBON**
	NAME BOX	**BACKSTAGE VIEW**	**CELL**

1. **The _____ contains all the commands you will need to work on your worksheet.**
2. **A _____ is the intersection of a row and a column.**
3. **The _____ is used to enter and edit data, formulas and functions.**
4. **The _____ has options to Open, Save, Print etc.**
5. **The _____ helps you to access commands quickly no matter which tab you are in.**
6. **_____ gives the cell address.**

LIVEWORKSHEETS