

## WORKSHEET MS-EXCEL -CLASS-V

- Fill in the blanks (Drag and Drop)

Three      Gridlines      Copy      Rename

Shortcut      Workbook      Worksheet

1. A \_\_\_\_\_ is a collection of cells where you keep and manipulate the data.

2. By default, each excel workbook has \_\_\_\_\_ worksheets i.e. Sheet1, Sheet2 and Sheet3.

3. A Worksheet in excel is automatically created whenever we open a \_\_\_\_\_ in MS-Excel.

4. The \_\_\_\_\_ option is used to give a new name to the worksheet.

5. The Insert Row or Insert Column is present in the right click \_\_\_\_\_ menu.

6. The \_\_\_\_\_ do not get printed while printing the Excel Sheet.

7. Move is also known as \_\_\_\_\_.