



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 _____.