"CHARACTER IS A STRANGE BLENDING OF FLINTY STRENGTH AND PLIABLE WARMTH"

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?**

   _____