United
INSTITUTE OF TECHNICAL & PROFESSIONAL TRAINING
(A Division of United Group of Companies)

Name: _____ Subject: Computer, Level: 3

Click, tables, spreadsheet, rows

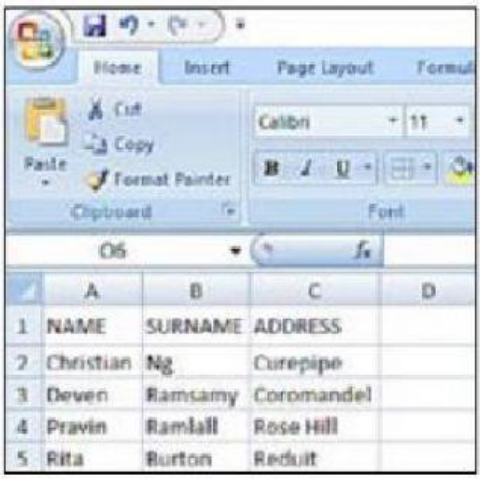
a. A spreadsheet consists of _____ and columns.

b. Spreadsheets are used to represent information in the form of _____.

c. Microsoft Office Excel is an example of a _____ program.

d. To make a cell active in a Microsoft Office Excel I _____ on it.

Study the table below and fill in the blanks.



a. What is the surname of Deven? _____

b. Christian lives at _____

c. Burton is the _____ of Rita.

d. Who lives at Reduit? _____