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Class/Div: VII DATE: 27/03/2020

Subject: Computer Worksheet No. 1

Choose the correct option

1. A Worksheet is also called _____
   a) Spreadsheet b)Tax Sheet c)Bed sheet
2. Alt + F4 key is used to _____ Excel.
   a) Exit b) Create New c) Open
3. The cell with a dark boundary is called _____
   a) New Cell b)Active cell c)Cell Address
4. A formula always starts with an _____ sign in MS Excel.
   a) =(Equal) b)% (percent) c) # (Hash)
5. Ctrl + End Key is used to go to _____ of the worksheet.
   a) Start b)End c)Middle
6. <> is a _____ operator
   a) Less than b)Greater than c)Not equal to

Fill in the blanks

1. A _____ is a mathematical expression to perform calculations on data.
2. Arranging a given set of data in ascending or descending order is called _____
3. Ctrl + X and Ctrl + V combination is used to _____ and _____ the contents of a cell
4. To remove contents of cell, select it an press _____ key

Match the following with the correct answers

Operator	Meaning
>	Less than or equal to
>=	Greater than
<>	Greater than or equal to
<=	Not equal to

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LIVEWORKSHEETS