

Chapter-5

INTRODUCTION TO EXCEL 2016

Part A: Fill in the Blanks

Fill in the blanks with the correct words from the box provided.

Words: Tabular, spreadsheet, values, formula, worksheet

1. _____ is a large sheet having data and information arranged in rows and columns.
2. When you enter data in a cell, it also appears in _____ box.
3. A workbook is a collection of _____.
4. Numbers and formulae are collectively known as _____.
5. By using Excel, we can make _____ form of data with rows and columns.

Part B: True or False

Write **True (T)** or **False (F)** for the following statements.

1. Excel is a word processing application developed by Microsoft.
2. The default name of a new workbook in Excel is "Book1".
3. The intersection of a row and a column is called a cell.
4. You cannot enter text data in an Excel cell.
5. The formula bar displays the contents of the active cell.

Multiple Choice Questions

1. Which of the following is **not** a feature of Excel?
 - a) Automatic calculation
 - b) Graphical representation of data
 - c) Word processing
 - d) Built-in formulae
2. What is the default name of a new worksheet in Excel?
 - a) Sheet1
 - b) Book1
 - c) Worksheet1
 - d) Data1
3. Which of the following is used to enter or edit data and formulae in Excel?
 - a) Name Box
 - b) Formula Bar
 - c) Title Bar
 - d) Status Bar
4. How many rows are there in an Excel worksheet?
 - a) 65,536
 - b) 1,048,576
 - c) 256
 - d) 1,000

5. Which of the following is **not** a type of data that can be entered in an Excel worksheet?
- a) Numbers
 - b) Text
 - c) Formulae
 - d) Images