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. ☐

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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

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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

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