



SESSION :2024-25

CLASS:- 5

WORKSHEET

CHAPTER -7

DATE: - _____

NAME: _____

Q.1 Multiple choice questions-

(i) What is the purpose of spreadsheets?

- (a) Drawing
- (b) Data maintenance
- (c) Word processing
- (d) Gaming

(ii) Who is known as the father of the electronic spreadsheet?

- (a) Bill Gates
- (b) Dan Bricklin
- (c) Steve Jobs
- (d) Mark Zuckerberg

Q.2 Match the column-

Column A	Column B
1. Workbook	a. Commonly used commands
2. Worksheet	b. Number
3. Quick Access Toolbar	c. Letter
4. Row	d. Notebook
5. Column	e. Page of a notebook

Q.3

Answer the following Questions-

a) What is a Workbook?

b) What is a spreadsheet?

c) What is a ribbon?

d) What is the use of Quick access toolbar?

Q.4 State True or False-

1. MS Excel is a spreadsheet program.
2. The default file extension for Excel workbooks is .xlsx.
3. You can use Excel to create charts and graphs.
4. The SUM function is used to find the average of a range of numbers.
5. In Excel, rows are labeled with numbers and columns are labeled with letters.

Q.5 Match the Column-

Column A

Column B

- | | |
|-----------------|--|
| 1. Cell | a. A collection of worksheets |
| 2. Workbook | b. Intersection of a row and column |
| 3. Formula Bar | c. Used to perform calculations |
| 4. SUM Function | d. Displays the content of the active cell |
| 5. Ribbon | e. Contains tabs and commands |