

CHAPTER-7

INTRODUCTION TO MS EXCEL 2016

REVIEW

Name the following.

1. Address of the active cell.
2. Display content of active cell.
3. Display number of sheets in worksheet.

Name Box
Formula Bar
Workbook

EXERCISES

A. Tick (✓) the correct option -

1. MS Excel 2016 has built in
✓ a. Formulas b. Images c. Videos
2. A _____ key combination will move the active cell one row up.
✓ a. Shift + Enter b. Shift + Tab c. Shift + Ctrl.
3. _____ option is not available in the open in Backstage view.
✓ a. Previous b. This PC c. Browse

B. Complete the sentences -

1. Excel is an electronic spreadsheet.
2. Formula Bar displays the content of the active cell.
3. The Cancel button is used to erase the typing task.
4. The keyboard shortcut to Save a workbook is Ctrl + S.

C. Write True or False

1. There can be any number of worksheet in a workbook as per your need. (F)
2. View bar is located at the right side of status bar. (T)

3. We use F10 Key to open a saved excel File. (F)
4. Clicking on the enter button cancels the task. (F)

D. Answer the questions given below-

1. Mention any two basic features of MS Excel 2016.

Ans- Basic features of MS Excel 2016:

- Excel has built in-formulas in many ways and functions to do calculations.
- The data can be formatted in many ways to change the look of the spreadsheet.

2. Mention any two components of MS Excel 2016. Windows

Ans-

- Quick Access Toolbar
- Ribbon

3. Describe a Worksheet.

Ans- A worksheet consists of rows and columns. The rows are numbered as 1, 2, 3, The columns are labelled alphabetically as A, B, C, ..., Z, AA, ..., AZ, ..., XFD.

4. Write steps to rename your worksheet.

Ans- To rename a worksheet, follow the given steps.

Step-I - Right click on the sheet tab you want to rename. A pop-up menu will open.

Step-II - Select the Rename Option. Write a new name for the sheet and Press Enter.