

CHAPTER-6 (INTRODUCTION TO EXCEL)

EVALUATE

A Tick (✓) the correct answer.

- _____ is an electronic document in which data is arranged in a grid.
a. Document b. Presentation c. Spreadsheet
- Which of the following is a popular spreadsheet program?
a. Excel b. PowerPoint c. Word
- Which keyboard key(s) is used to move the pointer to the right?
a. → b. Page Up c. Ctrl + End
- The default extension of an Excel workbook is
a. .docx b. .pptx c. .xls





B Fill in the blanks.

1. Cell is the intersection point of column and Row in a worksheet.
2. formula Bar shows the contents of the cells.
3. The Sheet tab displays the names of the worksheets in a workbook.
4. Columns are marked by Letters.
5. The Ctrl + Home key move active cell to the first row of the spreadsheet.

C Write 'T' for true and 'F' for false statements.

1. A workbook is arranged in rows and columns. false
2. The File tab is present just below the Quick Access Toolbar. True
3. Rows are identified by the alphabets. false
4. Ribbon displays details regarding current document. false
5. Ctrl + Home moves the cell pointer to last used cell. false

D Unjumble the given words.

1. ILEF EUMN FILE MENU
2. READSPTESHE SPREAD SHEET
3. SHWOEERKT WORKSHEET
4. WOBORKOK WORKBOOK
5. LCEL CELL
6. BRIONB RIBBON

CLASS - V - CHAPTER 6

INTRODUCTION TO EXCEL

(1) what do you mean by a spreadsheet?

A spreadsheet is an electronic document in which data is arranged in a grid of horizontal rows and vertical columns.

(2) what are the steps to open Excel 2016 in window 10?

Steps to open Excel 2016 in window 10 -

(a) click start button.

(b) scroll down to the letter E.

(c) select Excel 2016.

(3) Explain the following components of a worksheet.

FILE TAB :- The file tab is present just below the Quick Access Toolbar. it contains options to perform operations such as New, Open, Save, Save As, Print and close.

RIBBON :- The ribbon is located below the title bar. it contain tabs file, Home, Insert, layout, Data etc.

WORK BOOK :- A file in MS-Excel is called a workbook.

WORK SHEET :- A workbook may consist of one or more worksheet.

(4) write the function of the following shortcut keys.

PAGE UP :- move active cell to the first page of the spreadsheet.

PAGE DOWN :- move active cell to the next page.

Ctrl + Home :- move the cell pointer to the top most row.

Ctrl + End :- move the pointer to the last used cell.

(5) Name the component of a spreadsheet?

Component of a spreadsheet are :-

Title Bar, Ribbon, file tab, cell, Row and columns, sheet tab, scroll bars, status bar.