

SANJEEVANI PUBLIC SCHOOL

CLASS - VIth Test - 5

Computer ch-5 (Microsoft Excel 2016)

Do this work in your copy (T.M. - 20)

Q1) MCQ's $\frac{0}{0}$

(3)

- (a) A worksheet consists of.
- (b) The shortcut key to save a file is.
- (c) Spreadsheet is also known as.

Q2) fill in the blanks $\frac{0}{0}$

(3)

- (a) In Excel, various commands are arranged in _____.
- (b) The _____ bar displays the name of the current workbook.
- (c) By default, Excel workbook contain a _____ worksheet.

Q3) True or false $\frac{0}{0}$

(3)

- (a) A5 is an example of cell reference.
- (b) On clicking row header, you can select a complete row.
- (c) You can enter data and formula in the formula bar.

Q4) Match Item $\frac{0}{0}$

(3)

- (a) F2 To select complete worksheet
- (b) Ctrl+A To save a workbook
- (c) Ctrl+T To open a cell in edit words

Q5) Answer these following question $\frac{0}{0}$

(8)

- (a) what is formula bar?
- (b) Define the Name box?
- (c) what do you mean by 'range of cells'?