



Worksheet - 5.7

MCQ,s

1. Which area of the excel interface allows you to enter and edit data in the selected cell?
 - a. Status Bar
 - b. Formula Bar
 - c. Name Box
 - d. Quick Access ToolBar
2. Which of the following is not a valid data type in excel?
 - a. Text
 - b. Number
 - c. Image
 - d. Date
3. What does the term "WORKBOOK" refer to in excel?
 - a. A data Table
 - b. A collection of charts
 - c. A single worksheet
 - d. A file containing multiple worksheets.
4. If you want to fill a range of cells with the same value, which method can you use?
 - a. Dragging the fill Handle
 - b. Copying and pasting
 - c. Using ctrl+enter
 - d. All of the above

Fill in the blanks.

1. In excel, a is a single data entry point consist of a row and a column.
2. is the thick green boundary that surrounds the active cell.
3. The arrangement of cells in the vertical direction is called
4. In Excel, the feature allow you to automatically fill a series of numbers, dates or other sequences in adjacent cells.
5. A is a predefined calculation in excel that can be used to perform various mathematical or logical operations.

True or False

1. In excel, a row is represented by a letter, while a column is represented by a number.
2. You must always start formula in excel with an equals sign (=).
3. Excel automatically saves your work every few minutes.
4. Excel can't handle large data sets and has a limit on the number o f rows and columns in a worksheet.