

4. _____ box shows the address of an active cell.

a) Cell

b) **Name**

c) Formula

5. A formula starts with an _____ sign.

a) **Equal to(=)**

b) Plus(+)

c) Minus(-)

6. We can enter _____ types of data in a worksheet.

a) Two

b) **Three**

c) Four

D. Answer the following Questions:

Q 1. Write two features of Microsoft Excel.

Ans. Two features of Excel are:

1. The data is automatically recalculated in the entire worksheet if any change is made in a single cell.
2. The data can be quickly searched and replaced instantly.

Q 2. Differentiate between Workbook and Worksheet.

Ans. A worksheet is a grid like area, made up of rows and columns, where you can enter and work with data. The workbook is like a notebook, which consists of a number of pages. Worksheets in a workbook are like pages in a notebook.

Q 3. What is a cell? How many characters can a cell contain?

Ans. A cell is an intersection of a column and row in a worksheet. Each cell is denoted by a cell address. A cell can contain up to 32,767 characters.

Q 4. What is a Formula Bar? How is it different from the Name box?

Ans. The Formula Bar is located to the right of the Name box. This bar shows the data and formulas that you enter in an active cell. On the other hand, a Name box displays the location of the cell pointer.

Q 5. How many types of data can be entered in an Excel sheet?

Ans. Three types of data can be entered in Microsoft Excel worksheet, which are numbers, text and formulas.

Q 6. How can you rename a worksheet?

Ans. To rename a worksheet, double click on the Sheet tab that you want to rename. It will be highlighted. Type a new name and press the Enter key.