



	Chapter 6 MS Excel	
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Answer the following:

1. How many rows are there in a worksheet?

2. How many columns are there in a worksheet?

3. How is the text aligned to the cell by default?

4. Which bar is placed to the right of the Name box?

5. Which bar displays warning messages?

6. Which key combination is used to move to the first cell of the topmost row?

7. Which key combination is used to move to the last used cell of spreadsheet?

8. Which button allows you to place the contents in the center of a cell across a number of columns?

9. Which option or shortcut is used to save a file?

10. What is Ms Excel? Write any two features of MX-Excel?

II) Mark the following in the Excel Worksheet

1. Name Box
2. Active Cell
3. Formula Bar
4. Sheet Tab
5. Row Headings
6. Column Headings
7. Status Bar
8. Enter and Cancel buttons

The screenshot shows an Excel worksheet titled "assessment 16-17 - Excel". The ribbon is set to "Home". The formula bar shows "N9". The worksheet contains the following data:

BHAVAN'S V. M. PUBLIC SCHOOL, BARODA - 9					
VI-C					2016-17
CLASS TEACHER : MS.ANITA TRIPATHI					20
SR	NAME	CODE	HOU	GR	PEN PAPER
1	AARYA D DESAI	DS0601	N	10827	20
2	ANAY N SHAH	DS1365	V	9838	13
3	ANGAD S GHOTRA	DS1937	N	10148	20
4	ANIRUDDHA VENKATESH	DS0897	J	10334	19
5	ARYAN SINGH	DS3074	V	12333	9
6	AUM M PATEL	DS1305	V	9782	20
7	DEV R THAKKAR	DS1263	J	9813	20
8	DHRUV Y PANCHAL	DS1393	V	9799	17
9	ESHNA KUMARI	DS1461	K	9807	20

The status bar at the bottom shows "Ready" and the date "01-03-2017".