INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department : Computer Science	Year :2022-2023
Worksheet no:2with Solutions	Topic: MS Excel -Creating Worksheet	

Fill in the blanks

1. The <u>Namebox</u> box gives the cell reference using a combination of a letter and a number.
2. There are <u>1048576</u> rows and <u>16384</u> columns in a single worksheet.
3. A <u>letter</u> identifies each column and a <u>number</u> identifies each row.
4. Excel automatically left-aligns the <u>text</u> data in a cell and right -aligns the <u>number</u>.
5. By using <u>undo</u> feature, you can revert the last changes. _
6. <u>Merge & center</u> Command is used to quickly create a merged cell to hold the title text.
7. <u>Border</u> can be added to the cells for separating the data from surrounding cells.
8. <u>Autofill</u> feature of excel is used to add duplicate entries or a data series to your worksheet cells.

Write true or false to the following questions

1. A workbook can contain only 5 worksheets.False
2. Mouse Pointer is displayed as a block plus sign ,whenever it is located in a cell.True
3. You cannot cancel the last change that you made to the worksheet.False
4. You can change the font of numbers in Excel.True
5. By default Excel aligns text data to the right of the cells.False
6. You can complete a series across a row o down a column in a worksheet.True
7. The conditional formatting is used to format the data according to specified condition.True