



## INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department : Computer Science</b>	<b>Year :2022-2023</b>
<b>Worksheet no:1with Solutions</b>	<b>Topic: MS Excel -Creating Worksheet</b>	

I. Choose the correct answer

1. A Spread sheet program that organizes data in rows and columns is called \_\_\_\_\_  
a) **Excel**      b) Word      c) Access
2. The collection of rows and columns is called \_\_\_\_\_  
a) Workbook      b) **Worksheet**      c) Document
3. The number of rows in a Single worksheet is \_\_\_\_\_  
a)16384      b) **1048576**      c)1084756
4. Selected group of cells is called \_\_\_\_\_  
a)**Range**      b) worksheet      c) Highlighters
- 5.You can make a worksheet look more attractive and legible by  
a) Editing      b) **Formatting**      c) Correcting
- 6.By Default, Excel 2016 spreadsheet contains \_\_\_\_\_worksheet  
a) 3      b)2      c)**1**
7. \_\_\_\_\_ means the way in which data is settled within the boundary of a cell.  
a. Editing      b. **formatting**      c. correcting
- 8.MS Excel stands for \_\_\_\_\_  
a)Micromax Excel      b)Management Excel      c)**Microsoft Excel**      d)Microsoft Excess
- 9.MS Excel is a \_\_\_\_\_  
a)Database Management software      b)Presentation Software      c)Workbook software      d)**Spreadsheet software**
- 10.A file that contains one or more worksheets to organize data is known as  
a)**workbook**      b)Excelbook      c)Datashet      d)spreadsheet