Class - V.   **CH - 4 Introduction to Excel 2019**

Q.1 Choose the correct option.

1.Which of these does Excel have built -in ?

   a ✓Formulas.   b.Images.   c. Videos.   d.Text

2Which key combination will move the active cell one row up ?

   a. ✓ Shift +Enter.   b. Shift +tab.   c. Shift + Alt. d. Shift + Ctrl

3. Which of these is the Insert function button?

   a. X.   b. ✓.   c. ✓ fx.   d. +

4 Which of the following tabs contains commands such as New , Open , Save etc.?

   a. ✓File tab   b Home tab.   c. Sheet tab   d. Insert tab

Q.2 Fill in the blanks with the correct words.

1. Excel is an electronic **spreadsheet**.

2. The **Cancel** button is used to cancel the typing task

3 The keyboard shortcuts to save a workbook is. **Ctrl + S**

4.**Formula Bar** displays the content of the active cell.

Q.3 Tick the correct statements and cross the wrong ones.

1. When we change something at one place, the entire spreadsheet

   is automatically recalculated.   **True**

2. Clicking on the enter button cancels the typing task.   **False**

3 A cell can hold only text.   **False**

4 View bar is located on the lower left side on the status bar.   **False**

Q.4 Answer the following questions.

1 List any one feature of Excel 2019.

Ans Excel has built in formulas and functions to do calculations.

2 Write any two components of Excel window.

Ans Title bar. , Cell

3 Write steps to create a new workbook.

Ans To create a new workbook , follow the given steps :

1 Click on File tab

2 Click on New option

3. Click on Blank workbook.

4 Write steps to rename a workbook.

Ans To rename a workbook, follow the given steps:

1 Right -click on the sheet tab

2 Select the desired option.

Scratch your brain

1.A5   2. C3.   3. A1.   4 B5.   5 B2.   6 D6.   7 C4.   8 B7

Application based questions

a. Your computer period is over. Your teacher has asked the class to save the work and leave the computer lab. How will you save the workbook?

Ans To save a workbook, follow the given steps:

1 Click on File tab

2 Click on Save As option.

3 Click on Browse option.

4 Type a name for your file in the File name box.

5. Click on Save button.