

ST. ANDREWS SCOTS SR SEC SCHOOL

9th Avenue IP Extension Patparganj D-92

Session -2024-25

**Subject - Computer**

**Class -V.**

**Ch- 4 ( Worksheet )**

**Q.1 Write the shortcuts**

- a) To open the save as dialog box. - \_\_\_\_\_
- b) To close Excel. - \_\_\_\_\_
- c) To add a new worksheet - \_\_\_\_\_

**Q.2 Name the buttons**

- 1. X. \_\_\_\_\_
- 2. fx. \_\_\_\_\_
- 3. ✓. \_\_\_\_\_

**Q3 Matching**

- |                   |                                    |
|-------------------|------------------------------------|
| 1. Row Header.    | address of the active cell         |
| 2. Column Header. | Displays content of active cell    |
| 3 Sheet Tab       | Row number                         |
| 4 Name Box.       | Column number                      |
| 5 Formula Bar     | Displays no of sheets in worksheet |