

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V

SUBJECT: COMPUTER

CHAPTER – 5

Excel 2016— An Introduction

Quiz Bee — Page 58

Answer: The cell that is highlighted in a spreadsheet is known as the active cell.

ASSESS YOURSELF (Pg. No -63)

1. Tick the correct option:-

- a. (ii) b. (iii) c. (i) d. (ii) e. (i)

2. Fill in the blanks:-

- a. Spreadsheet b. Tabs c. Excel d. Status bar

3. Answer in one or two words:-

- a. Close button b. Active cell c. Ctrl+A d. .xlsx
e. Formula bar

4. Think and answer:-

- a. Save, Open, Print

b. Components of excel window are as follows: Formula bar, name bar, Active cell, and Ribbon.

c. To rename a worksheet, double click on the worksheet tab and type the name you desire.

d. Uses of excel are:

- Storing and Analysing data: You can store data into numerous individual worksheets and analyze it accordingly.

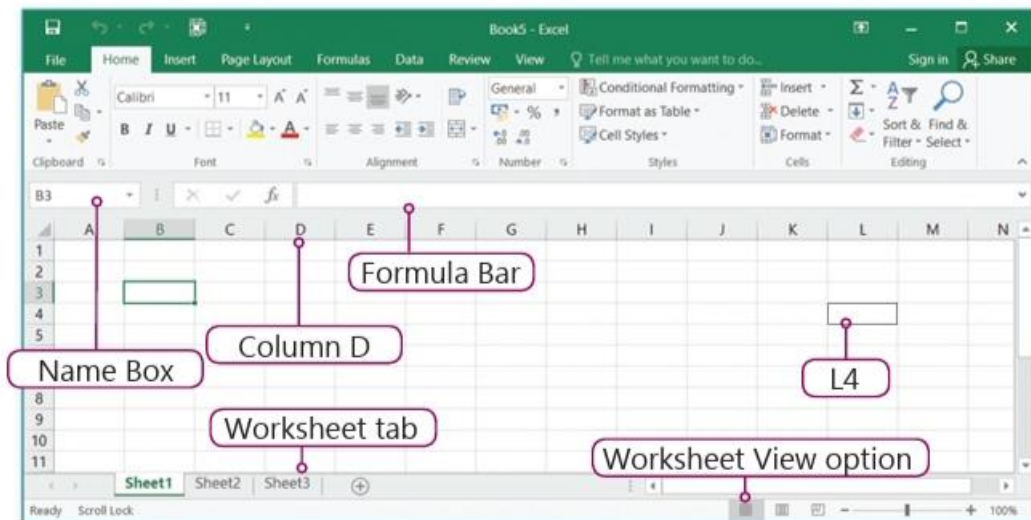
- Sharing Data: Excel 2016 allows users to share data with other users. You can import data from other resources like Microsoft Word and export data into other file formats.

e. To create a new workbook in excel, follow these steps:

1. Click on the File tab.
2. Click on New.
3. Under Available Templates, click on the Blank workbook.
4. Click and start typing.

5. Application based questions:-

- a. He can use the + sign to add a new worksheet.
 - b. Formula Bar
6. Label the following components and answer the questions given below:-



(i) B3

(ii) Book5

(iii) 3

(iv) Sheet1