



Wada Nirmitti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET

SUB: COMPUTER

LESSON: 1. Introduction to Excel

STD: VII

NAME: _____ ROLL No: _____

DATE: _____

Q.1. Fill in the Blanks from given Options.

(Title Bar , Formulas , Excel , Spreadsheet , Cell)

- 1) MS- Excel 2019 is a popular _____ application.
- 2) To start working with Excel. Click on Start > _____ .
- 3) A _____ is an intersection of a Column and a Row.
- 4) _____ are Mathematical equations.
- 5) The _____ displays the name of the workbook.

Q.2. Tick ✓ Correct Answer : TRUE or FALSE

- 1) Text data can include Shapes and Pictures.
 - a. TRUE
 - b. FALSE
- 2) All Formulas begin with an equal to (=) sign.
 - a. TRUE
 - b. FALSE
- 3) To rename a worksheet, double-click on the sheet tab
 - a. TRUE
 - b. FALSE
- 4) The file will be saved with the extension .xlsx.
 - a. TRUE
 - b. FALSE
- 5) Numbers are values that consist of digits from 0 to 12
 - a. TRUE
 - b. FALSE

Q.3. Write Features of Excel.

1. _____
_____.
2. _____
_____.

3. _____
_____.

4. _____
_____.

Q.4. Answer the Following Questions.

1. How to Start Excel 2019?

_____.

2. Write Components of a Worksheet.

_____.

3. Write Types of Data and explain it.

_____.