

D.V.S. PUBLIC SCHOOL

Assignment -3

Class -5th

Sub- computer

A.Tick(✓) the correct option:

1.Which type of data can be entered in Excel?

A). Number

B).Text

C). both a &b

2.How many columns are there in Excel?

A). 1,048,576

B).8,848

C).16,384

3.Which of these buttons is used to

3.Which of these buttons is used to perform the addition of a range in a cell?

- A). Addition B). Sum C). AutoSum**

4.Which of the following is a group of neighbouring cells that touch each other?

- A) .Row B). Column**
C).Range

B.Fill in the blanks:

1. The _____ button helps to calculate the total of numbers in a range.

2.A _____ is an application program used to store data in rows and columns.

3. The _____ in Excel are named using letters such as A,B,C,D.

4. _____ bar shows the data and formulas entered in active cell.

5. _____ bar shows the character and formula that you enter in an active cell.

C.State True or False:

1.Microsoft Excel is a word processing software. _____

2.A worksheet consists of

3.Name box displays the position of the cell pointer.

4.Status bar is located at the top of the Excel window.

5.Excel workbook can have more than one worksheet.

D. Answer the following questions:

1.Differentiate between a workbook and a worksheet.

2.How can you rename and remove a worksheet?

3.What type of data can be inserted in Excel? Explain.