

## Chapter 7

### SUGGESTED CLASS ACTIVITIES

#### 1. Match the following.

- |                              |               |
|------------------------------|---------------|
| 1. Saving a workbook         | (a) Ctrl+N    |
| 2. Creating a new workbook   | (b) Shift+F11 |
| 3. Selecting all cells       | (c) Ctrl+A    |
| 4. Inserting a new worksheet | (d) F2 key    |
| 5. Entering data             | (e) Ctrl+S    |

#### 2. Name the parts of the Excel window given below.

