

Chapter 7

WORKSHEET

I. Tick (✓) the correct option.

1. What appears at the top of the program window and displays the name of the workbook?

(a) Ribbon (b) Title bar

(c) Formula bar (d) Name box

2. MS Excel is a spreadsheet application designed by _____.

(a) Microsoft (b) Micro

(c) Miniport (d) MicroCard

3. A new sheet is added to the _____ of the active worksheet.

(a) right (b) front

(c) left (d) back

4. Which of the following enables you to scroll through a worksheet?

(a) Name box (b) Title bar

(c) Scroll bar (d) Status bar

5. Which keys are pressed to save a worksheet?

(a) Ctrl + S (b) Ctrl + A

(c) Ctrl + B (d) Ctrl + X

II. Fill in the blanks.

1. Excel is a _____ that allows you to store, organise and analyse information.

2. An Excel file is called a _____.
3. Excel 2013 workbooks are saved with the _____ file extension.
4. _____ enables you to scroll through a worksheet.
5. The _____ contains all the commands you need to work in MS Excel.

III. What are the steps to rename a worksheet?
