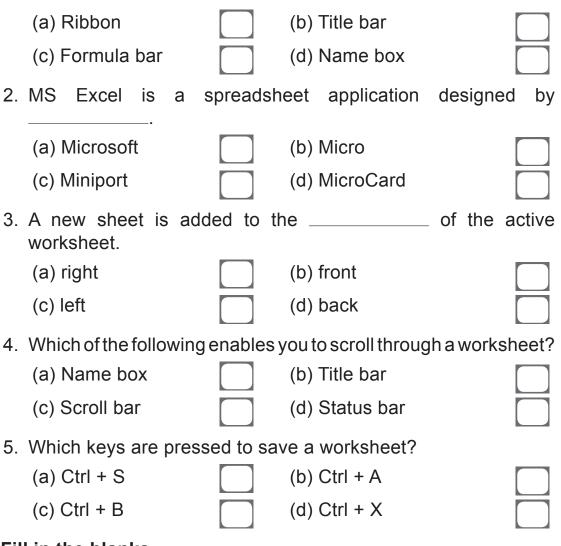# 7. Introduction to MS Excel 2013

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?

_____

_____

_____