St. Thomas School, Loni
Computer Worksheet-2 (January)
Class V-____

Note- Paste this worksheet in your computer notebook and solve it in the notebook. Date of submission- VA-22-01-2020 and VB- 23-01-2020

Keywords

Cells- It is an intersection of rows and columns.

Active cell- It is the selected cell which is highlighted with thick border.

Range- A group of selected contiguous cell which form a rectangle.
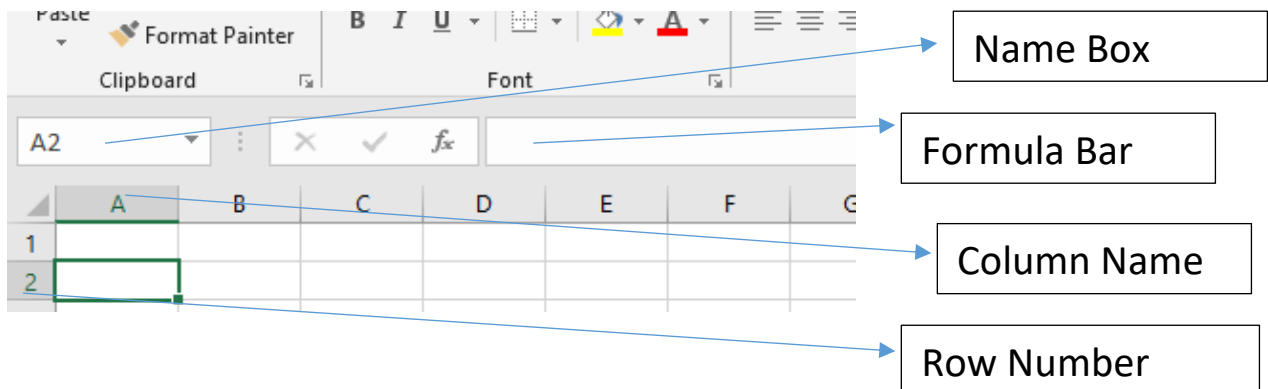Example- C1:C5

Name Box- It shows the currently active cell address.

Formula Bar- It shows the data and formulas entered in an active cell.

Worksheet- It is a grid like area made up of rows and columns where we can enter data and work on it.

Workbook- A collection of worksheet is called workbook in Ms- Excel.

Parts of an Excel Worksheet

S. No.	Function	Shortcut key
1.	F2	Edit active cell
2.	Shift + arrow key	Select adjacent cells
3.	Ctrl + click	Select multiple cells (Randomly)
4.	Ctrl + Space	Select a column
5.	Shift + Space	Select a row
6.	F12	Saving a Excel file

After reading the chapters and the given content in the worksheet, attempt the following questions-

I) Tick the correct option for following questions-

1. To save an Excel file, we will use-
   A) F2 key   B) F12 key   C) F1 Key

2. A group of cells highlighted with dark coloured border is called-
   A) Active cell   B) Cell   C) Range

3. By default, the text data has an alignment of-
   A) Left   B) Right   C) Center

4. We can find address of currently active cell in-
   A) Formula bar   B) Name Box   C) Column Heading

5. By default, a workbook contains-
   A) One worksheet   B) Three worksheet   C) No worksheet

6. A formula always start with a-
   A) Equal to (=) sign   B) Comma (,) sign   C) Minus (-) sign

7. A cell highlighted with dark coloured border is called-
   A) Active cell   B) Cell   C) Range

8. To define a range from cell A1 to cell D5, we will write as-
   A) A1-D5   B) A1:D5   C) D5:A1