

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments

I.P Extension, Patparganj, Delhi – 110092

Session: 2025-26

Class: V

Subject: Computer

Topic: Ch -2 ws

Q1. Fill in the blanks

1. _____ are built in formulas used for calculating percentage, interest, average etc. in Excel.
2. _____ is the first electronic spread sheet software released in 1979.
3. The vertical divisions in a worksheet are called _____.
4. The mouse pointer in Excel is displayed as a _____.
5. The horizontal bar at the bottom, which shows various information about the file on which we are working is called _____.
6. _____ is a collection of different worksheets.
7. _____ is the default format of date in Excel.
8. _____ is the main working area in Excel.

Q2. Write true or false

1. Data can be viewed in a graphical form as charts. - _____
2. Title bar is located below Quick access toolbar - _____
3. Active cell is a collection of two or more cells - _____
4. Worksheet tab navigation buttons are located on the left side of the worksheet tabs. - _____

5. We can use the arrow keys to move from one cell to another in all directions.

- _____

Q3. Define

1. Worksheet

2. Quick Access toolbar

3. Ribbon
