

# **ST. ANDREWS SCOTS SCHOOL**

Adjacent Navniti Apartments, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

**CLASS: V**

**SUBJECT: COMPUTER**

## **CHAPTER – 5**

### **Excel 2016— An Introduction**

#### **Quiz Bee — Page 58**

Answer: The cell that is highlighted in a spreadsheet is known as the active cell.

#### **ASSESS YOURSELF ( Pg. No -63)**

**1. Tick the correct option:-**

- a. (ii)      b. (iii)      c. (i)      d. (ii)      e. (i)

**2. Fill in the blanks:-**

- a. Spreadsheet      b. Tabs      c. Excel      d. Status bar

**3. Answer in one or two words:-**

- a. Close button      b. Active cell      c. Ctrl+A      d. .xlsx  
e. Formula bar

**4. Think and answer:-**

- a. Save, Open, Print

b. Components of excel window are as follows: Formula bar, name bar, Active cell, and Ribbon.

c. To rename a worksheet, double click on the worksheet tab and type the name you desire.

**d. Uses of excel are:**

- Storing and Analysing data: You can store data into numerous individual worksheets and analyze it accordingly.
- Sharing Data: Excel 2016 allows users to share data with other users. You can import data from other resources like Microsoft Word and export data into other file formats.

e. To create a new workbook in excel, follow these steps:

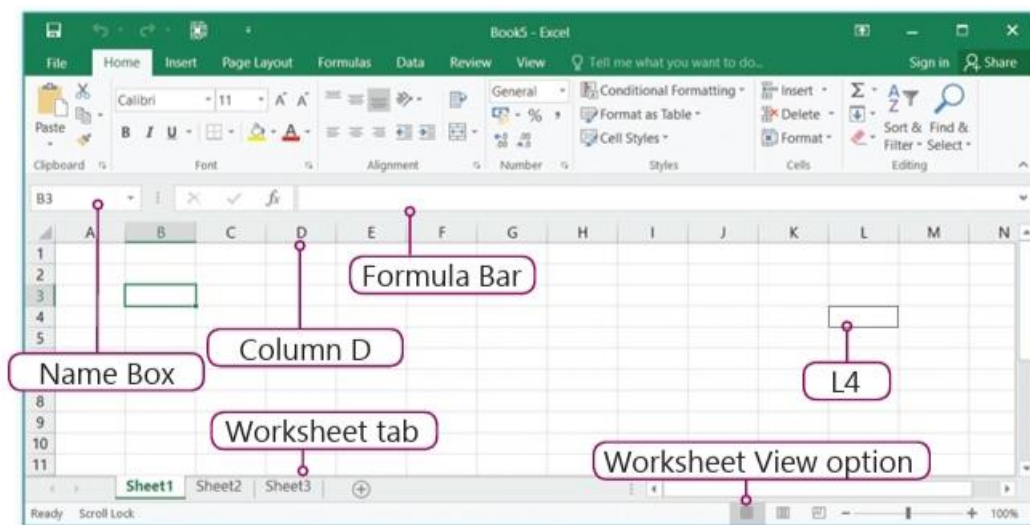
1. Click on the File tab.
2. Click on New.
3. Under Available Templates, click on the Blank workbook.
4. Click and start typing.

## 5. Application based questions:-

a. He can use the + sign to add a new worksheet.

b. Formula Bar

6. Label the following components and answer the questions given below:-



(i) B3

(ii) Book5

(iii) 3

(iv) Sheet1