

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 (Worksheet)

Q1. Fill in the blanks:

- (a) _____ is the default active cell in MS Excel.
- (b) _____ is located at the bottom of the workbook window.
- (c) Extension of Excel workbook is _____
- (d) Intersection of a row and a column is called _____.
- (e) _____ contains multiple worksheets.
- (f) Selected cell is known as _____.
- (g) By default, workbook contains _____ worksheet.
- (h) Shortcut key to save a file is _____.
- (i) A _____ is a computer application program for organising, calculating and sorting data in a tabular form.

Q2. Answer in one or two words:

- (a) What displays the address of an active cell? - _____
- (b) What is the key combination to select all the cells in the worksheet? - _____
- (c) Where does the content of the active cell appear? - _____
- (d) Which application program is used to perform mathematical calculations such as calculating sum, average, etc.? - _____