**FIRST TERM WORSHEET [2018 – 2019]**

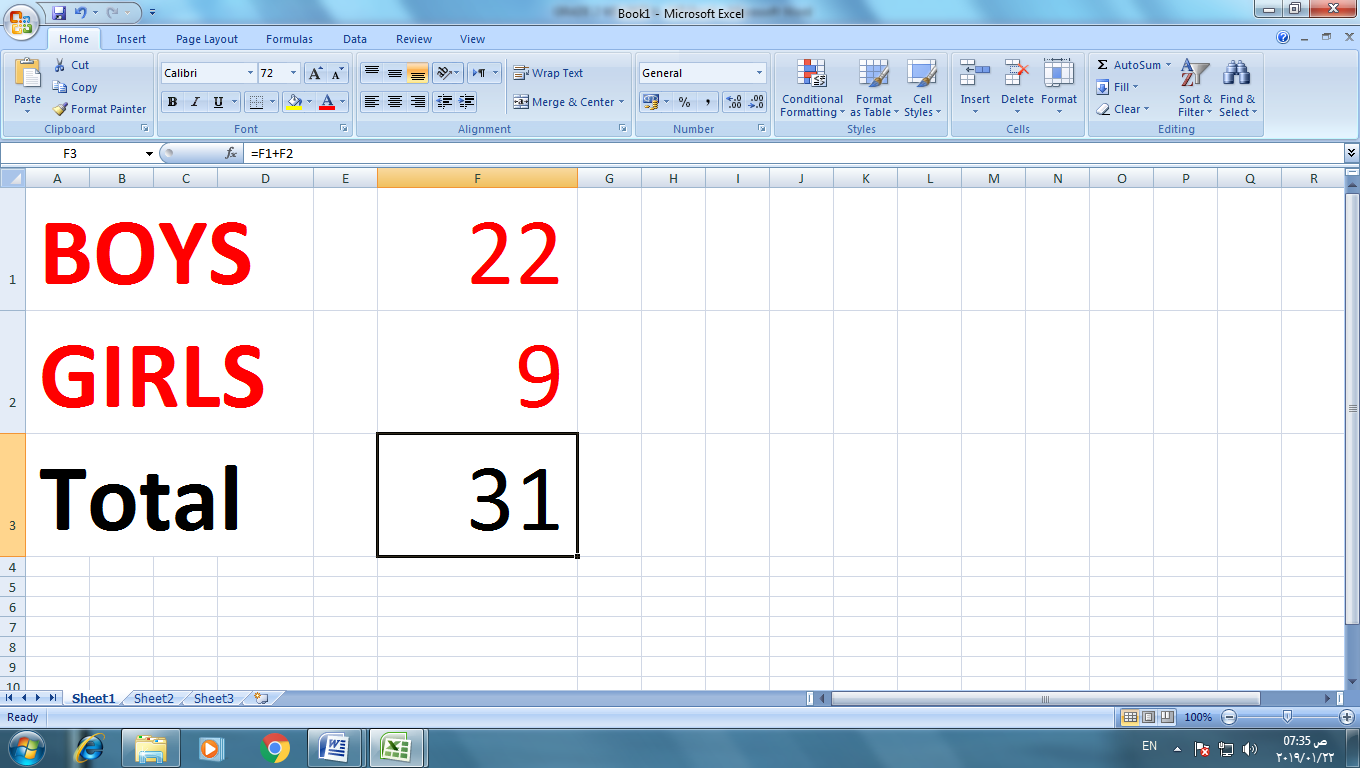
**Unit 4 – Lessons 1 & 6 (Oral Exam – 10th Feb to 14th Feb)**

**Subject: Computer / Grade: 2\_\_\_\_**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Roll no. :** \_\_\_\_\_\_\_\_ **Date :** 03/02/2019

1. **Label the screen:**

This is **MS Excel** screen.

****

**Formula**

**Label**

**Value**

**Cell**

**Cell**

**Reference**

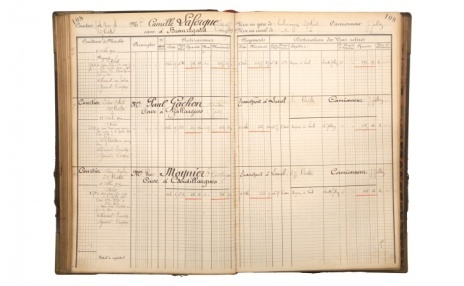
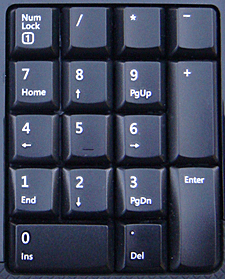
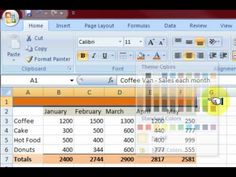
**Answer**

1. **Fill in the blanks:**

***{ cell reference, letter, number, cell, column, row, spreadsheet, name }***

1. The **spreadsheet** is made of columns and rows.
2. Each column has a **letter**. Each row has a **number**, where a column crosses a row this makes a **cell**.
3. Every cell in a worksheet has a **name**. The name made of the **column** letter and the **row** number. This name is called the **cell reference**.

1. **Label the icons:**



**MS Excel Numeric Keypad Ledger book Spreadsheet**

**IV. Label the keyboard:**

**Multiply (\*)**

**Num Lock**

**Equals (=)**

**Letter**



**Number**

**Minus (-)**

**Plus (+)**

**Enter key**

**Space Bar key**

**Shift key**