A. Choose the correct option for each of the following:

1. _____ is a spreadsheet application.

   ☑ Excel   ☐ Word   ☐ PowerPoint   ☐ Wo⁵.

2. How many columns are there in an Excel worksheet?

   ☑ 1,048,576   ☐ 8,848   ☑ 16,384   ☐ 10⁵

3. Which of the following is a selected group of neighbouring cells that other?

   ☐ Row

   ☑ Range   ☐ Column

   ☐ Cell

4. Which type of data contains number from 0 to 9?

   ☑ Numbers

   ☐ Formulas   ☐ Text

   ☐ All of these

5. _____ helps to refer to each cell in a worksheet.

   ☐ Cell Value   ☑ Cell Address   ☐ Cell Position

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Fill in the blanks with the correct answer.

F2   spreadsheet   Formula   Cell   Right arrow

1. The data in a _Spreadsheet_ is stored in the form of a table.

2. The intersection of a row and a column is called a _cell_ .

3. The _formular_ bar shows the characters and formulas entered in an active cell.

4. The _right_ key moves the cell pointer one cell right to the current cell.

5. Press _F2_ key on the keyboard for partial modification.

C. Read the following statements and write 'T' for True and 'F' for False.

1. Microsoft Excel is a word processing software.   [F]

2. A worksheet consists of 1,048,576 rows.   [T]

3. The Name Box displays the position of the cell pointer.   [T]

4. The Status Bar is located at the top of Excel window.   [F]

5. The keyboard shortcut to select the entire worksheet is Ctrl +A.   [T]