

sheet

Std 6<sup>th</sup> Computer worksheet Lesson 3  
Section A: Fill in the Blanks.

1. A Spreadsheet is a table of data arranged in rows and columns.
2. Excel is part of the Office 2019 suite.
3. A electronic spreadsheet is made on a computer.
4. A group of selected cells is called a cell range.
5. The intersection of a row and a column is called a cell.
6. Excel 2019 window displays a default worksheet named Book1.
7. Formulas help to perform mathematical calculations in Excel.
8. The status bar displays the current status of the worksheet.
9. The name box displays the current cell position.
10. Each column is represented by letters and each row by numbers.

### Section G: Fun with Riddles.

1. I look like a box, I hold the data you type. You click on me, I'm ready to swipe. What am I? *cell*
2. I hold many cells, I'm just one page. I help you calculate at any age. Who am I? *Worksheet*
3. I show you what's inside a cell, your formulas I can tell. What bar am I? *Formula bar*
4. I'm the place where your Excel file lives, I contain sheets that data gives. What am I? *Workbook*
5. I stand on top, letters I show, from A to XFD I go. What am I? *column header*
6. I show numbers on the side, from 1 to a million wide. What am I? *Row header*
7. You press me with Ctrl to go to start, A1 I open with all my heart. Who am I? *Home cell*
8. I change based on your action, show messages with satisfaction. Who am I? *Status bar*
9. My name starts with "N," I show where the cell has been. What am I? *Name box*
10. I am a group of cells, joined in a line, sometimes a column, sometimes fine. What am I? *Range*