

**BHARTIYA BAL VIDYA MANDIR SR. SEC. SCHOOL
CLASS IX
COMPUTER
WORKSHEET (EXCEL)**

1. What is the default file extension for an Excel workbook?

- a) .xls
- b) .xlsx
- c) .docx
- d) .pdf

2. Which function is used to find the largest value in a range?

- a) MIN
- b) AVERAGE
- c) MAX
- d) SUM

3. What is the intersection of a row and a column in Excel called?

- a) Table
- b) Chart
- c) Cell
- d) Field

4. Which chart is best suited to show proportions or percentages?

- a) Line chart
- b) Bar chart
- c) Pie chart
- d) Scatter chart

5. Which key combination is used to save a workbook?

- a) Ctrl + N
- b) Ctrl + S
- c) Ctrl + P
- d) Ctrl + F

6. What does the formula =A1+B1 do in Excel?

- a) Multiplies the values in cells A1 and B1
- b) Subtracts the value in B1 from A1
- c) Adds the values in cells A1 and B1
- d) Divides the value in A1 by B1

7. What does the COUNT function in Excel do?

- a) Counts all the text entries in a range
- b) Counts all the numerical entries in a range
- c) Counts all cells in a range
- d) Counts all blank cells in a range

8. Which symbol is used to start a formula in Excel?

- a) @
- b) #
- c) =
- d) &

9. What feature in Excel allows you to combine the contents of multiple cells into one?

- a) Split

- b) Merge
- c) Wrap text
- d) Format Painter

10. Which function is used to return the current date in Excel?

- a) DATE
- b) TODAY
- c) NOW
- d) TIME

basic descriptive questions on MS Excel:

1. What is Microsoft Excel? List some common uses of Excel in daily tasks.
2. Explain the difference between a workbook and a worksheet in MS Excel.