

Name:

Roll No:

Class: Section:

Date:

SPREADSHEET—FUNCTIONS AND CHARTS

Chapter-2

A. Read the clues and answer the following:

1. It is a collection of different worksheets.

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2. It is formed by the intersection of a row and a column.

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3. The address of the active cell is displayed in this box.

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4. This command is used to merge the selected cells in Excel 2016.

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5. This command is used to apply the style on a cell.

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B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Automatically Fill feature automatically fills a series of data in your worksheet.

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2. Word 2016 is an application software to store and analyse numerical data.

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3. Row height and column width cannot be changed.

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4. We cannot format numbers in a cell.

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C. Write the steps to merge cells in Excel 2016.

Step 1

Step 2