

Name:

Roll No:

Class: Section:

Date:

MORE ON CALC

Chapter-2

A. Tick (✓) the correct option.

1. Numbers are sorted in ascending order from

a. 0 to 9 ☐	b. Both a and b ☐
c. 9 to 0 ☐	d. None of these ☐
2. Sort command is present under menu.

a. File ☐	b. Data ☐
c. Tools ☐	d. Help ☐
3. The conditional formatting can be done from menu.

a. Format ☐	b. Data ☐
c. Tools ☐	d. None of these ☐
4. Under which menu Goal Seek option is present?

a. Format ☐	b. Help ☐
c. Tools ☐	d. Both a and b ☒

C. Answer the following question.

1. What is Conditional Formatting?
.....
2. What do you mean by Sorting?
.....
3. What is Goal Seek?
.....

C. Guess the correct option for the functions given below:

1. The technique of highlighting some cells in a worksheet which satisfy a given condition.
2. Feature used to separate unwanted data from Calc worksheet.
3. A single sheet of Calc workbook.