

Name:

Roll No:

Class: Section:

Date:

MORE ON SPREADSHEETS

Chapter-6

A. Fill in the blanks using the hints given below:

Hints: Cell Styles, Select All, Insert, Merge & Center

1. The button on the Home tab is used to add a column into a worksheet.
2. We can apply a style on the cells by using the command on the Styles group under the Home tab.
3. We can select entire worksheet by clicking on the button.
4. We can use option in the Alignment group to combine two or more selected cells into a single cell.

B. Locate six features of MS Excel in the grid.

W	R	A	P	T	E	X	T	T	F	J	A
R	V	G	E	U	R	E	T	I	O	O	U
A	H	T	G	M	F	D	R	M	R	C	T
M	N	X	C	O	L	U	M	N	M	E	O
T	B	F	R	F	W	S	W	J	U	M	F
M	E	R	G	I	N	G	C	E	L	L	I
X	O	U	M	N	L	H	E	K	A	F	L
T	C	E	L	L	N	I	I	B	S	I	L

C. Answer the following questions:

1. Write the steps to change the row height and column width?
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2. Write the steps to rename the worksheet.
.....
3. Explain the Autofill feature in MS Excel.
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Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: