

Name:

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MORE ON SPREADSHEETS

Chapter-6

A. Define the following:

1. Cut Command
2. Undo feature
3. Oder of operation

B. Tick (✓) the correct option.

1. Excel 2016 follows BEDMAS rule for doing mathematical calculations, where E stands for

a. Exponentiation	☐	b. Equal	☐
c. Edge	☐	d. Equivalent decimals	☐
2. Numbers or text values that do not change are known as

a. References	☐	b. Constants	☐
c. Operators	☐	d. Variables	☐
3. Under which group on Home tab,

a. Alignment	☐	b. Format	☐
c. Edit	☐	d. layout	☐

C. Write 'T' for true and 'F' for false.

1. Excel 2016 saves your ten most recently selected custom colours.
2. AutoFill feature automatically fills a series of data in your worksheet.
3. Border button displays the frequently used border style.
4. Font group is present under Home tab.
5. In Excel, the format of a cell is separate from the data that is stored in the cell.