Worksheet

2

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

WORKING WITH SPREADSHEET

1. Define the following:
   (a) Cell Address
   (b) Cell Pointer
   (c) Formula
   (d) AutoFill
   (e) Custom List
   (f) Wrap Text

2. Differentiate between the following:
   (a) Workbook and Worksheet
   (b) Columns and Rows
   (c) Undo and Redo

3. Write the shortcut keys for the following:
   (a) To create a New Workbook.
   (b) To close a Workbook.
   (c) To move to the first cell of the worksheet from any cell.
   (d) To select entire worksheet.
   (e) To move to the next worksheet.

4. Answer the following questions:
   (a) What is cell range?
   (b) What is the use of the Name Box in Calc?
   (c) What is navigation in Calc?

5. Match the following:

	To Select		Action Required
1.	Single Cell	a.	Click on the column heading.
2.	Multiple Cell	b.	Click on the specified cell.
3.	A Row	c.	Drag the mouse over the range of cells.
4.	A Column	d.	Click on the first letter of a column and drag till the required column.
5.	Multiple Rows	e.	Click on the row heading.
6.	Multiple Columns	f.	Click on the first row number and drag till the required row.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....