

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF SPREADSHEET

Unit-2 | Chapter-2

1. Write short notes on the following:

- (a) Consolidating Data
- (b) Scenario
- (c) Solver
- (d) Cell Reference
- (e) Hyperlink
- (f) Relative URL

2. Guess, who am I?

- (a) I am the menu which contains option to consolidate data.
- (b) I am an option in the Create Scenario dialog box, used to prevent changes to the active scenario.
- (c) I am an option in the Create Scenario dialog box, used to highlight the scenario with a border.
- (d) I can deal with equations having multiple unknown variables.
- (e) I am the menu which contains option to add a new worksheet in a workbook.
- (f) I am a dialog box that opens when someone double-click on the sheet name.
- (g) I am a symbol used while referencing a particular cell of a worksheet.
- (h) I am the menu which contains option to share a workbook/worksheet.

3. Answer the following questions:

- (a) What is Multiple Operations tool?
- (b) What is Goal Seek?
- (c) What are the components of Goal Seek window?
- (d) Write the syntax to reference a range of cells of a worksheet.
- (e) What is the use of Subtotal command?
- (f) "What-If Analysis is the most powerful feature in spreadsheet." Explain.
- (g) Define formula cell.
- (h) What is the use of comments in record changes mode? How do you add/edit them ?