

Worksheet

Name:

Roll No: Class: Section:

Date:

WORKING WITH SPREADSHEET

Unit-4 | Chapter-6

1. Write the use of following functions:

- | | |
|-------------|-------------|
| (a) Today() | (b) Sqrt(x) |
| (c) Or | (d) Max() |
| (e) Abs(x) | (f) Count() |

2. Differentiate between the following terms:

- (a) Workbook and Worksheet
- (b) NOW() and TODAY()
- (c) Operands and Operators
- (d) Formula and Function

3. Write the shortcut keys:

- (a) To save a Workbook.
- (b) To move below.
- (c) To select a range of cells.
- (d) To select column.
- (e) To exit from the worksheet.

4. Answer the following questions:

- (a) What is use of If function?
- (b) Name the types of data that can be used in Calc.
- (c) Write the steps to add a sheet in workbook.
- (d) What is Navigation?
- (e) Write the steps to hide a worksheet.

5. Match the following:

- | | |
|-------|-------------------------|
| (a) : | (i) Exponent |
| (b) - | (ii) Reference operator |
| (c) & | (iii) Negation operator |
| (d) ^ | (iv) Text Concatenation |