

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING CELLS IN SPREADSHEET

Unit-4 | Chapter-7

1. Tick (✓) the correct option.

(a) Which chart is used to display the quantitative magnitude of the data graphically?

(i) Area

☐

(ii) Line

☐

(iii) Scatter

☐

(iv) None of these

☐

(b) can be either horizontal or vertical lines.

(i) Legend

☐

(ii) Guidelines

☐

(iii) Labels

☐

(iv) None of these

☐

(c) Which of the following is used to display the data in the form of long rectangular rods?

(i) Bar chart

☐

(ii) Line chart

☐

(iii) Scatter chart

☐

(iv) Pie Chart

☐

2. Match the following:

(a) Left

(i) The contents will be displayed within the column width only. The data which does not get accommodated in the cell width will be hidden in the cell.

(b) Right

(ii) The contents will be displayed completely within the column width by increasing the column width.

(c) Center

(iii) The contents will be aligned towards the right side of the cell.

(d) Filled

(iv) The contents will be aligned towards the left side of the cell.

(e) Justified

(v) The contents will be aligned towards the center of the cell.

3. Answer the following questions:

(a) What are the advantages of using charts?

(b) What are walls and floors?

(c) Write the uses of Scatter Chart.

(d) Write the steps to create a Custom List.

(e) Explain this term associated with chart: legend.

(f) What is Auto Fill?