Name: ....

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

Date: ....

FORMATTING CELLS IN SPREADSHEET

1.   Write short notes on:
   (a)   AutoFill
   (b)   Gridlines
   (c)   Wrap Text
   (d)   Text Orientation

2.   Differentiate between:
   (a)   Chart Area and Plot Area
   (b)   Area chart and Line chart
   (c)   X-Axis and Y-Axis

3.   Guess who am I?
   (a)   I am the default alignment for text in Calc.
   (b)   I am the heading text that helps to identify the chart.
   (c)   I refer to the label that provides additional information about data marker, thus represents a single data item or value of a cell.
   (d)   I help to forecast the trends on the basis of comparisons done.
   (e)   I am a type of chart used to view information that is shown by lines at equal intervals.
   (f)   I am a type of chart displays single type of data item.
   (g)   I am the menu used to create a chart in Calc.

4.   Answer the following questions:
   (a)   What is Cell Formatting?
   (b)   What is bar chart?
   (c)   What is AutoFill handle?
   (d)   What is X-Y chart?
   (e)   What do you understand by legend?
   (f)   What are the advantages of using chart in Calc?
   (g)   Name the different tabs available in the Format Cells dialog box.
   (h)   Write the steps for converting numeric data into labels.

Class -9   Part B

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....