

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON EXCEL 2016

Chapter-2

A. Locate six features of Excel in the given grid.

A	W	B	S	P	L	I	T	C	D	E	F	G	H
E	O	F	G	H	M	J	L	N	P	R	T	V	X
Y	R	A	N	G	E	A	D	E	R	T	U	I	P
B	K	R	S	P	R	E	A	D	S	H	E	E	T
N	S	F	R	T	G	O	I	T	R	E	Y	P	T
M	H	V	F	G	E	A	K	G	F	D	U	L	H
C	E	L	L	S	W	Z	L	F	V	C	I	H	B
K	E	E	C	H	S	X	M	V	F	T	I	J	F
L	T	D	X	B	A	C	N	B	G	G	O	N	N

B. Write 'T' for true and 'F' for false.

1. We can select more than one cell at a time in an Excel worksheet.
2. We cannot format number in a cell.
3. Excel does not allow us to merge two or more cells.
4. AutoFill is used to fill a series of numbers automatically
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5. Cells used in the calculations are known as references.

C. Answer the following questions.

1. Write the steps to copy a formula.
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2. How would you display multiple lines of text in a single cell in excel?
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