

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORKING WITH SPREADSHEET

Unit-4 | Chapter-6

1. Write the output of the following:

- | | |
|----------------------|--------------------------|
| (a) =MIN (5,7,8) | (b) =Left("Computer", 4) |
| (c) =AVERAGE(12,3,6) | (d) =TODAY() |
| (e) =LEN("Touch") | (f) =COUNT(4,8,12) |

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:

- To create a New Workbook.
- To close a Workbook.
- To move to the first cell of the worksheet from any cell.
- To select entire worksheet.
- To move to the next worksheet.

4. Answer the following questions:

- What is cell range?
- What is the use of the Name Box?
- What is navigation?
- When is the #REF! error occurred?

5. Match the following:

- | | |
|---------------------|---|
| 1. Single Cell | a. Click on the column heading. |
| 2. Multiple Cell | b. Click on the specified cell. |
| 3. A Row | c. Drag the mouse over the range of cells. |
| 4. A Column | d. Click on the first letter of a column and drag till the required column. |
| 5. Multiple Rows | e. Click on the row heading. |
| 6. Multiple Columns | f. Click on the first row number and drag till the required row. |