

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING CELLS IN SPREADSHEET

Unit-4 | Chapter-7

1. Write short notes on:

- (a) AutoFill
- (b) Gridlines
- (c) Data Series
- (d) Pie Chart

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 Excel.
- (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 tab used to create a chart in Excel.

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 Excel?
- (g) Name the different tabs available in the Format Cells dialog box.
- (h) Write the steps for converting numeric data into labels.