



Worksheet



Name:		
Roll No:	Class:	Section:
Date:	••••	

E /	\B0	UT SPREADSHEET				Unit-2 Chap	ter-3
ick	. (√) †	the correct option.					
a)							
	(i)	Changes		(ii)	Compare		
	(iii)	Tacking		(iv)	Sheet		
b)	Which of the following is a saved sequence of commands or keystrokes that are stored for late use?						
	(i)	Comment		(ii)	Macro		
	(iii)	Both (i) and (ii)		(iv)	None of these		
c)	Which of the following tab contains the Macros option?						
	(i)	Insert		(ii)	Page Layout		
	(iii)	View		(iv)	Review		
d)	Which of the following options is correct to record macro?						
(i) View → Macros → Record Macros							
	(ii) Review → Macros → View Macros						
	(iii)	Data → Macros → Record	Macros				
	(iv)	None of these					
e)	Which of the following command is used to add comments from the comments group?						
	(i)	New Comment		(ii)	Add Comment		
	(iii)	Comment		(iv)	None of these		
ill i	n th	e blanks.					
a)	Excel automatically adds a to any recorded change describing what changes has been done.						
b)	The option is used to delete a comment.						
c)	option to print all the comments at the end of the worksheet on the paper						
d)	button ignore the change and revert to the original value of the cell.						
e)	data means to arrange the data in ascending or descending order.						
	ick a) c) ill i c) c) d)	ick (/) (iii) (iii	highlighting with a coloured be (i) Changes (iii) Tacking D) Which of the following is a save use? (i) Comment (iii) Both (i) and (ii) D) Which of the following tab condition (i) Insert (iii) View D) Which of the following options (i) View → Macros → Record (ii) Review → Macros → Record (iii) Data → Macros → Record (iv) None of these D) Which of the following commant (ii) New Comment (iii) Comment (iii) Comment (iii) Tacking (iii) View (iii) View (iii) Data → Macros → Record (iv) None of these (iv) None of these (iv) None of these (iv) New Comment (iii) Comment (iv) The Option (iv) Option to potion (iv) Option to potion (iv) Option to potion (iv) Option to potion (iv) Option to potion	ick (✓) the correct option. a) Which of the following command of the highlighting with a coloured border? (i) Changes (iii) Tacking b) Which of the following is a saved sequency use? (i) Comment (iii) Both (i) and (ii) c) Which of the following tab contains the M (i) Insert (ii) View d) Which of the following options is correct (i) View → Macros → Record Macros (ii) Review → Macros → View Macros (iii) Data → Macros → Record Macros (iv) None of these e) Which of the following command is used (i) New Comment (iii) Comment ill in the blanks. a) Excel automatically adds a has been done. b) The option is used to button ignore the characteristics.	ick (✓) the correct option. a) Which of the following command of the Review ta highlighting with a coloured border? (i) Changes (ii) (iii) Tacking (iv) b) Which of the following is a saved sequence of commanuse? (i) Comment (ii) (iii) Both (i) and (ii) (iv) c) Which of the following tab contains the Macros option (i) Insert (ii) (iii) View (iv) d) Which of the following options is correct to record ma (i) View → Macros → Record Macros (ii) Review → Macros → View Macros (iii) Data → Macros → Record Macros (iv) None of these e) Which of the following command is used to add comm (i) New Comment (ii) (iv) ill in the blanks. a) Excel automatically adds a	which of the following command of the Review tab is used to track highlighting with a coloured border? (i) Changes (ii) Compare (iii) Tacking (iv) Sheet Which of the following is a saved sequence of commands or keystrokes th use? (i) Comment (ii) Macro (iii) Both (i) and (ii) (iv) None of these Which of the following tab contains the Macros option? (i) Insert (ii) Page Layout (iii) View (iv) Review Which of the following options is correct to record macro? (i) View → Macros → Record Macros (ii) Review → Macros → View Macros (iii) Data → Macros → Record Macros (iv) None of these Which of the following command is used to add comments from the com (i) New Comment (ii) Add Comment (iii) Comment (iii) Comment (iv) None of these Excel automatically adds a	ick (✓) the correct option. a) Which of the following command of the Review tab is used to track every edited of highlighting with a coloured border? (i) Changes (ii) Compare (iii) Tacking (iv) Sheet b) Which of the following is a saved sequence of commands or keystrokes that are stored for use? (i) Comment (ii) Macro (iii) Both (i) and (ii) (iv) None of these b) Which of the following tab contains the Macros option? (i) Insert (ii) Page Layout (iii) View (iv) Review d) Which of the following options is correct to record macro? (i) View → Macros → Record Macros (ii) Review → Macros → Record Macros (iii) Data → Macros → Record Macros (iv) None of these b) Which of the following command is used to add comments from the comments group? (i) New Comment (ii) Add Comment (iii) Comment (iv) None of these ill in the blanks. a) Excel automatically adds a