

# Worksheet

1

Name: .....

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

Date: .....

## MORE ABOUT SPREADSHEET

### Unit-2 | Chapter-3

#### 1. Tick (✓) the correct option.

- (a) Which of the following command of the Review tab is used to track every edited cell by highlighting with a coloured border?
- |               |                          |              |                          |
|---------------|--------------------------|--------------|--------------------------|
| (i) Changes   | <input type="checkbox"/> | (ii) Compare | <input type="checkbox"/> |
| (iii) Tacking | <input type="checkbox"/> | (iv) Sheet   | <input type="checkbox"/> |
- (b) Which of the following is a saved sequence of commands or keystrokes that are stored for later use?
- |                         |                          |                    |                          |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Comment             | <input type="checkbox"/> | (ii) Macro         | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) Which of the following tab contains the Macros option?
- |            |                          |                  |                          |
|------------|--------------------------|------------------|--------------------------|
| (i) Insert | <input type="checkbox"/> | (ii) Page Layout | <input type="checkbox"/> |
| (iii) View | <input type="checkbox"/> | (iv) Review      | <input type="checkbox"/> |
- (d) Which of the following options is correct to record macro?
- |                                     |                          |
|-------------------------------------|--------------------------|
| (i) View → Macros → Record Macros   | <input type="checkbox"/> |
| (ii) Review → Macros → View Macros  | <input type="checkbox"/> |
| (iii) Data → Macros → Record Macros | <input type="checkbox"/> |
| (iv) None of these                  | <input type="checkbox"/> |
- (e) Which of the following command is used to add comments from the comments group?
- |                 |                          |                    |                          |
|-----------------|--------------------------|--------------------|--------------------------|
| (i) New Comment | <input type="checkbox"/> | (ii) Add Comment   | <input type="checkbox"/> |
| (iii) Comment   | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |

#### 2. Fill in the 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.