Worksheet
2

MORE ABOUT SPREADSHEET

Unit-2 | Chapter-3

1. **Write short notes on the following:**
(a) Track Changes
(b) Print Comment
(c) Macro
(d) Sorting
(e) Reviewing Changes

2. **Answer the following questions:**
(a) Write the steps to review changes.
(b) Explain the steps to print a comment.
(c) Which option is used to display the comment permanently?
(d) Can we edit comments? If yes, then write the steps to edit the comment.
(e) Enlist some advantages of Macros.
(f) What happens when you are saving a shared document and there are changes made by multiple users in separate non-overlapping ranges?
(g) How do you sort data in Micosoft Excel using macro?
(h) How can we display the comment permanently? Which option would you use to do this?

3. **Complete the steps to edit an automatically created comment.**

Step 1: Click on the cell in which changes have been done. It will display the automatically created comment through .... feature of Excel.

Step 2: Click on .... tab.

Step 3: Click on .... command from .... group.

Step 4: A blank comment box pointing to the cell appears. Add the text of the comment.

Step 5: Click anywhere on the spreadsheet outside the ....

Class -10   Part B