Worksheet

Name: ....

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

Date: ....

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Unit-2 | Chapter-3

1. Answer the following questions:

(a) Which option is used to display the comment permanently?

(b) Write a macro function that accepts two argument and returns the larger of the two.

(c) Write the steps to compare documents in Excel.

(d) Can we print comment? Write the steps to print a comment.

(e) What is 'Track Changes' feature?

(f) What do you understand by sorting of data?

(g) What is a comment? List the steps to add a comment.

(h) Define Macro.

2. The following data is from the final result sheet of an educational institution. Answer the questions given below:

Roll No.	Students Name	Eng	Hindi	Math	Science
1.	Ankit	35	37	42	41
2.	Parveen	37	49	44	46
3.	Mannat	31	46	45	45
4.	Latika	38	35	46	42
5.	Reeta	36	48	47	40
6.	Tanmay	45	46	34	45
7.	Taisha	50	45	46	47

(a) Write the function to calculate total of marks.

(b) Increase the Total marks of each student by 2 marks. Apply the features of tracking change to record those changes.

(c) Add comment to display "Marks of English" in place of Eng, "Marks of Hindi" in place of Hindi, "Marks of Maths" in place of Maths, "Marks of Science" in place of Science.

(d) Write the formula to calculate percentage.

Class -10   Part B

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....