Worksheet

WORKING WITH SPREADSHEET

Unit-4 | Chapter-6

1.   Write the use of following functions:

(a)   Today()   (b)   Sqrt(x)

(c)   Or   (d)   Max()

(e)   Abs(x)   (f)   Count()

2.   Differentiate between the following terms:

(a)   Workbook and Worksheet

(b)   NOW() and TODAY()

(c)   Operands and Operators

(d)   Formula and Function

3.   Write the shortcut keys:

(a)   To save a Workbook.

(b)   To move below.

(c)   To select a range of cells.

(d)   To select column.

(e)   To exit from the worksheet.

4.   Answer the following questions:

(a)   What is use of If function?

(b)   Name the types of data that can be used in Excel.

(c)   Write the steps to add a sheet in workbook.

(d)   What is mixed range?

(e)   Write the steps to hide a worksheet.

5.   Match the following:

(a)   :   (i)   Exponent

(b)   -   (ii)   Reference operator

(c)   &   (iii) Negation operator

(d)   ^   (iv)   Text Concatenation

Class -9   Part B

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....