Worksheet

FORMATTING CELLS IN SPREADSHEET

Unit-4 | Chapter-7

1.   Tick (✓) the correct option.

(a)   Which chart is used to display the quantitative magnitude of the data graphically?

(i)   Area ☐   (ii)   Line ☐

(iii)   Scatter ☐   (iv)   None of these ☐

(b)   .... can be either horizontal or vertical lines.

(i)   Legend ☐   (ii)   Guidelines ☐

(iii)   Labels ☐   (iv)   None of these ☐

(c)   Which of the following is used to display the data in the form of long rectangular rods?

(i)   Bar chart ☐   (ii)   Line chart ☐

(iii)   Scatter chart ☐   (iv)   Pie Chart ☐

2.   Match the following:

(a)   Align Left   (i)   To decrease the gap between the text and the left-edge of the cell.

(b)   Align Right   (ii)   To increase the gap between the text and the left-edge of the cell.

(c)   Center   (iii)   The contents will be aligned towards the right side of the cell.

(d)   Increase Indent   (iv)   The contents will be aligned towards the left side of the cell.

(e)   Decrease Indent   (v)   The contents will be aligned towards the center of the cell.

3.   Answer the following questions:

(a)   What are the advantages of using charts?

(b)   What are gridlines?

(c)   Write the uses of Scatter Chart.

(d)   Write the steps to create a Custom List.

(e)   Explain this term associated with chart: legend.

(f)   What is Auto Fill?

Class -9   Part B

Grade: ★ ★ ★ ★ ★