

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON CALC

Chapter-2

A. Write 'T' for true and 'F' for false.

1. Calc can arrange the selected data in only ascending order.
2. AutoFilter option is present under File menu.
3. Open option is used to print a spreadsheet.
4. The filters once applied can be easily removed.
5. Goal Seek is used to filter required information from the list.

B. Complete the steps to use Goal Seek feature.

- Step 1 the details of the person.
- Step 2 Click on the menu.
- Step 3 Select the option.
- Step 4 Enter the address of the cell in the text box.
- Step 5 Click on the

C. Write the use of the following in Calc.

1. Data Bars –
2. Icon Sets –
3. Multiple Sort –
4. Colour Scale –

D. Identify the following icons of MS Excel.

1. 
2. 
3. 