

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON CALC

Chapter-2

A. Tick (✓) the correct option.

- Numbers are sorted in ascending order from
 a. 0 to 9 ☐ b. Both a and b ☐
 c. 9 to 0 ☐ d. None of these ☐
- Sort command is present under menu.
 a. File ☐ b. Data ☐
 c. Tools ☐ d. Help ☐
- The conditional formatting can be done from menu.
 a. Format ☐ b. Data ☐
 c. Tools ☐ d. None of these ☐
- Under which menu Goal Seek option is present?
 a. Format ☐ b. Help ☐
 c. Tools ☐ d. Both a and b ☐

C. Answer the following questions.

- What is Conditional Formatting?

- What do you mean by Sorting?

- What is Goal Seek?

C. Guess the correct option for the functions given below.

- The technique of highlighting some cells in a worksheet which satisfy a given condition.
- Feature used to separate unwanted data from Calc worksheet.
- A single sheet of Calc workbook.