Worksheet 1

MORE ON SPREADSHEETS

A. Define the following:

1. Cut Command ....

2. Undo feature ....

3. Oder of operation ....

B. Tick (✓) the correct option.

1. Excel 2016 follows BEDMAS rule for doing mathematical calculations, where E stands for ....

    a. Exponentiation ☐   b. Equal ☐

    c. Edge ☐   d. Equivalent decimals ☐

2. Numbers or text values that do not change are known as ....

    a. References ☐   b. Constants ☐

    c. Operators ☐   d. Variables ☐

3. An active cell has a .... border around it.

    a. Green ☐   b. Blue ☐

    c. Black ☐   d. None of these ☐

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

1. Excel 2016 saves your ten most recently selected custom colours. ....

2. AutoFill feature automatically fills a series of data in your worksheet. ....

3. Border button displays the frequently used border style. ....

4. Font group is present under Home tab. ....

5. In Excel, the format of a cell is separate from the data that is stored in the cell. ....

Grade: ★ ★ ★ ★ ★

Class -7