



## Worksheet

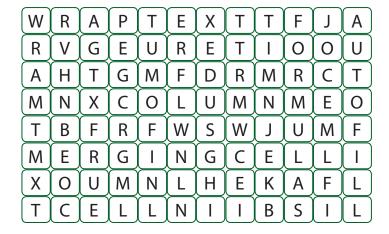
2

Name:		
Roll No:	Class:	Section:
Date:		

## **MORE ON SPREADSHEETS**

**Chapter-6** 

- A. Write 'T' for true and 'F' for false.
  - 1. You cannot enter a series of number using Autofill feature.
  - 2. You cannot select a range using a mouse.
  - 3. The date and time formats are given in the category box.
  - 4. You can change the contents of the cell by clicking in the formula bar. .....
  - 5. Moving the cells data means deleting it from original position.
- B. Locate six features of Excel 2016 in the grid.



## C. Answer the following questions:

- 1. Write steps to select a row.
- 2. Write the steps to rename the worksheet.

	• • •	 •••	• • •	 	• • • •	 	 • • •	• • •	• • •	• • •	• • •	 	• • •	 	• • •	• • •	 • • •	 • • •	• • •	 	• • •	 • • •	• • •	 	• • •	 	•••	 0							