

Worksheet

Name:
Roll No: Class: Section:
Date:

SPREADSHEET—FUNCTIONS AND CHARTS

Chapter-2

A. Read the clues and answer the following:

1. It is a collection of different worksheets.
.....
2. It is formed by the intersection of a row and a column.
.....
3. The address of the active cell is displayed in this box.
.....
4. This command is used to merge the selected cells in Excel 2016.
.....
5. This command is used to apply the style on a cell.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Automatically Fill feature automatically fills a series of data in your worksheet.
.....
2. Word 2016 is an application software to store and analyse numerical data.
.....
3. Row height and column width cannot be changed.
.....
4. We cannot format numbers in a cell.
.....

C. Write the steps to merge cells in Excel 2016.

Step 1
Step 2