

Worksheet

Name:

Roll No: Class: Section:

Date:

EXCEL AS DATABASE

Chapter-6

A. Tick (✓) the correct option.

- Which of the following is called field in a database?
a. Column ☐ b. Row ☐ c. Cell ☐
- Which of the following is a window used to display or enter a record in an Excel worksheet?
a. Row ☐ b. Form ☐ c. Textbox ☐
- Which of the following options is used to search a record in a form?
a. New ☐ b. Criteria ☐ c. Clear ☐

B. Answer the following questions:

- What is conditional formatting? Name any four criteria which can be used while applying conditional formatting?
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- What is the use of Pivot Tables?
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- What is Data Validation?
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- Write the steps to delete a record.
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- How one can use excel as Database?
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