



## Worksheet

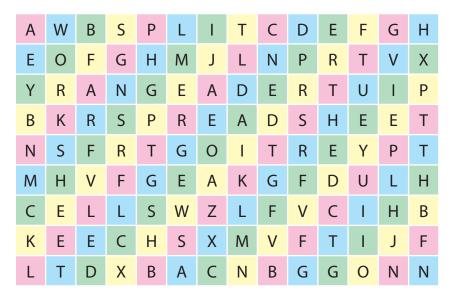
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Name:		
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## **MORE ON EXCEL**

**Chapter-4** 

A. Locate six features of Excel in the grid.



B.	Write "	T' for true	and 'F'	for false

1.	We cannot select more than one cell at a time in an Excel worksheet.	

2. We can format number in a cell.

3.	We cannot merge two or more cells.	• • • • • • • • • • • • •
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4. AutoFill allows user to automatically fill a number or text series.

5.	A cell or a range of cells that you want to use in your calculation is	
	called reference.	

## C. Answer the following questions:

<ol> <li>What is the use of Copy command on the Home tab?</li> </ol>		

2.	Which feature of Excel allows us to display multiple lines of text inside a cell?

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