

Worksheet

1

Name:

Roll No: Class: Section:

Date:

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Chapter-6

A. Define the following:

1. Cut Command
2. Undo feature
3. Order of operation

B. Tick (✓) the correct option.

1. Excel 2019 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 2019 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.