

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON SPREADSHEETS

Chapter-6

A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the
2. The Data Bars option is used to add data bars to the cells having
3. The Highlight Cells Rules option is used to highlight all cells satisfying a given
4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a

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

1. Excel can arrange the selected data in ascending order only.
2. Data can be copied/moved from one cell to another in Excel.
3. Wrapping text in a cell does not affect other cells.

C. Tick (✓) the correct option.

1. You can specify row height of
a. 0 to 225 ☐ b. 0 to 409 ☐ c. 0 to 405 ☐
2. Excel calculates consecutive operators with the same level of precedence from
a. left to right ☐ b. right to left ☐ c. top to bottom ☐

D. Write the steps to use Autofill feature.

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