

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 2019.
.....
5. This command is used to apply the style on a cell.
.....

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

1. Functions are predefined formulas in Excel to perform both simple and complex calculations.
2. Word 2019 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 use the logical functions in Excel 2019.

Step 1
Step 2