

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ELECTRONIC SPREADSHEET

### Unit-4

#### 1. Write the output of the following:

- |                      |                          |
|----------------------|--------------------------|
| (a) =MIN (5,7,8)     | (b) =Left("Computer", 4) |
| (c) =AVERAGE(12,3,6) | (d) =TODAY()             |
| (e) =LEN("Touch")    | (f) =COUNT(4,8,12)       |

#### 2. Differentiate between the following terms:

- |                         |                          |
|-------------------------|--------------------------|
| (a) Chart and Plot Area | (b) NOW() and TODAY()    |
| (c) X-Axis and Y-Axis   | (d) Formula and Function |

#### 3. Write the shortcut keys:

- I refer to the label that provides additional information about data marker, thus represents a single data item or value of a cell.
- I am a type of chart used to view information that is shown by lines at equal intervals.
- I am a type of chart displays single type of data item.

#### 4. Answer the following questions:

- What is Cell Formatting?
- What is the use of the Name Box in Calc?
- What is AutoFill handle?
- When is the #REF! error occurred?
- What do you understand by legend?
- What are the advantages of using chart in Calc?

#### 5. Match the following:

- |                     |   |
|---------------------|---|
| 1. Single Cell      | a. Click on the column heading.   |
| 2. Multiple Cell    | b. Click on the specified cell.   |
| 3. A Row            | c. Drag the mouse over the range of cells.                                  |
| 4. A Column         | d. Click on the first letter of a column and drag till the required column. |
| 5. Multiple Rows    | e. Click on the row heading.  |
| 6. Multiple Columns | f. Click on the first row number and drag till the required row.            |