

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## ELECTRONIC SPREADSHEET

### Unit-4

#### 1. Write the use of following functions:

- |             |             |
|-------------|-------------|
| (a) Today() | (b) Sqrt(x) |
| (c) Or      | (d) Max()   |
| (e) Abs(x)  | (f) Count() |

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

- (a) Workbook and Worksheet
- (b) NOW() and TODAY()
- (c) Operands and Operators
- (d) Formula and Function

#### 3. Answer the following questions:

- (a) What is use of If function?
- (b) Name the types of data that can be used in Calc.
- (c) Write the steps to add a sheet in workbook.
- (d) Write the steps to hide a worksheet.
- (e) What are walls and floors?
- (f) Write the uses of Scatter Chart.
- (g) Write the steps to create a Custom List.
- (h) Explain this term associated with chart: legend.

#### 4. Match the following:

- |               |   |
|---------------|---|
| (a) :         | (i) Exponent  |
| (b) -         | (ii) Reference operator   |
| (c) &         | (iii) Negation operator   |
| (d) ^         | (iv) Text Concatenation   |
| (e) Center    | (v) The contents will be displayed within the column width only. The data which does not get accommodated in the cell width will be hidden in the cell. |
| (f) Filled    | (vi) The contents will be displayed completely within the column width by increasing the column width.  |
| (g) Justified | (vii) The contents will be aligned towards the center of the cell.  |