

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON EXCEL 2019

Chapter-2

A. Locate six features of Excel in the given grid.

A	W	B	S	P	L	I	T	C	D	E	F	G	H
E	O	F	G	H	M	J	L	N	P	R	T	V	X
Y	R	A	N	G	E	A	D	E	R	T	U	I	P
B	K	R	S	P	R	E	A	D	S	H	E	E	T
N	S	F	R	T	G	O	I	T	R	E	Y	P	T
M	H	V	F	G	E	A	K	G	F	D	U	L	H
C	E	L	L	S	W	Z	L	F	V	C	I	H	B
K	E	E	C	H	S	X	M	V	F	T	I	J	F
L	T	D	X	B	A	C	N	B	G	G	O	N	N

B. Answer the following questions:

1. Write the steps to copy a Data.

.....

.....

2. How would you display multiple lines of text in a single cell in excel?

.....

.....

C. Competency-based/Application-based question:

Manisha was working on an excel sheet, and she wanted to adjust the row height and column width according to the height and width of the contents in the cell, but she didn't know the command to do so. Tell her the tab where she can find the command to complete her project.

.....

.....