

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON SPREADSHEETS

Chapter-6

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

1. You cannot enter a series of number using Autofill feature.
2. You cannot select a range using a mouse.
3. The date and time formats are given in the category box.
4. You can change the contents of the cell by clicking in the formula bar.
5. Moving the cells data means deleting it from original position.

B. Locate six features of Excel 2016 in the grid.

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

C. Answer the following questions:

1. Write steps to select a row.
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2. Write the steps to merge cells.
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