ORANGE

WORKSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TOUCHPAD
PLUS Ver. 3.2 ➤

Chapter-3

CLASS 7

MORE ON CALC

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

1. Calc can arrange the selected data in only ascending order. ....

2. AutoFilter option is present under File menu. ....

3. Open option is used to print a spreadsheet. ....

4. The filters once applied can be easily removed. ....

5. The Goal Seek feature is used to sort data in Calc. ....

B. Complete the steps to print a worksheet.

Step 1   Select the .... of data that you want to print.

Step 2   Click on the .... menu.

Step 3   Click on the .... option.

Step 4   Click on the .... button.

C. Write the use of the following in Calc.

1. Data Bars – ....

2. Icon Sets – ....

3. Multiple Sort – ....

4. Colour Scale – ....

D. Identify the following icons of Calc.

1. A↓   ....

2. Z↑   ....

3. ↓↑   ....

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____