



## Worksheet

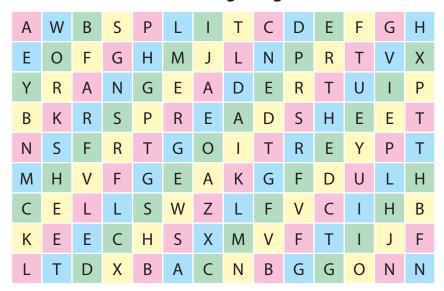
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Name:		
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## **MORE ON EXCEL 2016**

**Chapter-4** 

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



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

1.	We cannot select more than one cell at a time in an Excel worksheet.	
2.	We can format number in a cell.	
3.	We cannot merge two or more cells.	
4.	AutoFill allows user to automatically fill a number or text series.	
5.	A cell or a range of cells that you want to use in your calculation is called reference.	

## C. Answer the following questions.

•	What is the use of Copy command on the Home tab?

2. Which feature of Excel allows us to display multiple lines of text inside a cell?



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