Worksheet

2

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

MORE ON EXCEL 2016

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.   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.

1.   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?

       ....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: ....