

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON EXCEL 2019

Chapter-2

A. Match the following:

- | | |
|-----------------|--------------------|
| 1. Formula | a. Format |
| 2. Wrap Text | b. = |
| 3. Column width | c. Alignment group |

B. Tick (✓) the correct option.

- The default row height is 0 to points.
 a. 309 ☐ b. 409 ☐ c. 509 ☐
- Combining two or more cells is known as
 a. Merging ☐ b. Inserting ☐ c. Splitting ☐

C. Answer the following questions.

- Write the steps to use Autofill feature.

- What is the difference between merging cells and splitting cells?

- Explain the Wrap Text feature.

- Write the steps of applying cell borders.

