

- Q.1 Fill in the blanks: $\left(\frac{1}{2} \times 8 = 4\right)$
- a) Multiple sheets can be selected by pressing _____ key.
 - b) The default alignment for numbers in MS Excel is _____.
 - c) _____ symbol marks the beginning of a formula.
 - d) The Excel window that appears on the screen is called a _____.
 - e) _____ tab is used to set the horizontal and vertical alignment for data in cells.
 - f) Spelling button is located in the _____ tab.
 - g) The last valid column header in MS Excel is _____.
 - h) The extension of MS Excel File is _____.
- Q.2 Answer the following in one word or a sentence: **(1x4=4)**
- a) Name the tab and the group in which Delete drop-down button is located?
 - b) Which symbol separates the address of the starting cell address from the ending cell address in a range?
 - c) In spelling check ,if we don't want the spell checker to query about a particular word again.Suggest the feature that we can use ?
 - d) Which feature in Excel is used to rotate text through a specified angle?
- Q.3 What is the difference between a row and a column? **(2)**
- Q.4 Write the different ways of renaming a worksheet in MS Excel? **(2)**
- Q.5 What actions cannot be manipulated in the Ribbon in MS Excel? **(2)**
- Q.6 a)Write any one method of inserting blank rows and columns. **(2+1)**
b)How will you remove border in a worksheet?
- Q.7 a)What is the process of changing the column width? **(2+1)**
b)Describe the use of If function with the help of example.