



VIDYA BHAWAN BALIKA VIDYAPITH ,LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-27.06.2020 (SATURDAY)

Some exercise for spreadsheet chapter

1. Fill in the blanks :

- a) Sort helps you arrange the selected data either in an _____ or _____ order.
- b) Using filter you can extract data based on _____
- c) Sort option is available in _____ group under the Data tab.
- d) Filter option is available in _____ group under the Data tab.
- e) A chart is a _____, _____ of data, in which the data is represented by symbols, such as _____ in a bar chart, _____ in a line chart, or _____ in a pie chart.
- f) The three tabs that are available after inserting the chart in the spreadsheet are _____, _____, _____, _____
- g) Assigning names to cells in a worksheet help you to _____ specific cells.
- h) The Define Name option is available under _____ group in the _____ tab.
- i) Different types of views are available under _____ in the view tab.
- j) The five types of views available are _____, _____, _____, _____ & _____.
- k) The _____ helps you to view a selected area of network.

Look at previous exercise to make it

RAUSHAN DEEP
PGT (IT)
27.06.20XX