



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-28.05.2020 (THURSDAY)

UNIT 3: SPREADSHEET (INTERMEDIATE)

EXERCISE

1. Perform the following activities

S.No

Activities

1. Set, move and delete page breaks
2. Create the worksheets given below. Calculate the closing balance. Add 10 more items to the list and set page breaks for printing. Move page breaks if content do not fit onto one page. Save this file to be used in the following exercise with the name items_{your name}.

	A	B	C	D	E
	S.No.	Item Code	Item Name	Opening Balance	Closing Balance
1					
2	1	A001	Pencils - HB	800	
3	2	A002	Pencils - 1H	102	
4	3	A003	Copy - English	176	
5	4	A004	Copy - Maths	213	
6	5	A005	Registers	112	
7	6	A006	Geometry Box	35	
8	7	A007	Set of 6 sketch pens	75	
9	8	A008	Fountain Pens	79	
10	9	A009	Ball point pens	231	
11	10	A010	Staplers	12	

2. Fill in the blanks:

- a) To insert a _____ page break, select the row below where you want to insert the page break.
- b) To insert a _____ page break, select the column to the right of where you want to insert the page break.
- c) The Breaks option is available under _____ group in the Page Layout tab.
- d) To return to normal view after you finish working with the page breaks, you need to click _____ in the _____ group under the view tab.

RAUSHAN DEEP

PGT (IT)
28.05.20XX