

ST.THOMAS SCHOOL ,SAHIBABAD

WORKSHEET

CLASS IX

Q 1. How can you remove borders in a worksheet ?

Q 2 .What is the use of currency symbols in excel?

Q 3. Write the use of autocorrect ?

Q 4. What are sheet tabs?

Q 5. What are four different options present in the Insert dialog box? Explain them briefly .

Q 6. What is the use of formatting feature?

Q 7 . What are the options in horizontal text alignment ?

Q 8. What are the methods of inserting blank rows and columns ?

Q 9. Describe the use of If function with the help of an example .

Q 10. What is formula bar ? How is it different from Name box.