

**DELHI PUBLIC SCHOOL
BOKARO STEEL CITY**

ASSIGNMENT FOR THE SESSION 2009-2010

Class : IX

Sub. : Comp. Sc.

Assignment No. 3

- Q1) What is cell? How many rows and columns present in MS-excel?
- Q2) Write steps to create chart in ms-excel?
- Q3) Write shortcut -key of cut, copy or paste?
- Q4) Explain the different number formats present in ms-Excel?
- Q5) Explain different chart available in ms-excel?
- Q6) What is cell referencing? Differentiate between relative cell reference and absolute cell reference?
- Q7) Explain following function?
a) MAX b) Min c) Sum d) Count e) Average
- Q8) What is worksheet? Explain features of worksheet?
- Q9) Write the steps to add, delete and rename sheet?
- Q10) Explain the different component of excel screen ?

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