

J&K POLICE PUBLIC SCHOOL

MIRAN SAHIB JAMMU

Class -9th.

ASSIGNMENT-02.

TIME -01 hr

IT(402).

Spreadsheet

Q1 What are the different components of Spreadsheet?

Q2 What are the steps to start Ms Excel?

Q3 What are the different kinds of data that can entered in a spreadsheet?

Q4 Write steps to insert row/Coulmn in a spreadsheet?

Q5 What are different options to format cell & its contents?

Q6 Write steps to delete row and column in a spreadsheet?

Q7 Write steps to check spellings in a spreadsheet?

Q8 Write steps to apply border to the cells?

Teacher

Sumit

PGT (COMPUTER)