## National Institute of Open Schooling Senior Secondary Course: Data Entry Operations (336) Lesson 6: Basics of Spreadsheet

Worksheet - 6

- 1. HR Manager Radhika of Rich Recruitment Company has collected Bio-data and saved in a spreadsheet. There are 15 applicants for the post of Junior Engineer. They conducted 4 round of interviews. The manager wants to collate the confidential information of all the rounds. Suggest various ways to protect the worksheet.
- 2. Renu's mother prepared a worksheet for her friends and told to make border for header cells.

For girls, fill the cells in pink colour and for boys fill the cells in blue colour. Use different format for Dates.

Student's Name	Date
Anita	April, 1999
Rahul	February, 2001
Sachin	October, 2001
Geeta	January, 2000
Shagun	October, 1999
John	May, 2000

- 3. Gauri is preparing a worksheet with details for her 4 friends. She prepares different columns for each and wrote about them. She used Autofit and wrap text feature. Write down the steps to do autofit feature.
- Prepare time-table for any class in Excel.
  Give border for periods and Days
  Fill different colours for Saturday and Sunday

1	Α	В	C	D	E	F	G	Н		J
1	Time Table of Class XI									
2	Days	I	II	Ш	IV	Break	V	VI	VII	VIII
3	Monday									
4	Tueday									
5	Wednesday									
6	Thursday									
7	Friday									
8	Saturday									
9	Sunday									

- 5. Reena was preparing worksheet for various classes. She prepares separate sheets with the name of different classes. Write down the steps to add new worksheets and how to rename the worksheets.
- 6. Prasad prepared a worksheet for sales details of the company. He forgot to add some more details for the month of Feb.2020. He has to insert few details in the 15<sup>th</sup> row. How to insert data in the filled worksheet? Write down the steps to insert row.
- 7. Suppose you have a worksheet with rows and column heading. Whenever you scroll the worksheet the heading disappears. Write down the steps to make the row and column heading visible all the time.
- 8. Write down the steps to change the name of the worksheet.
- 9. DDD Public School prepared a worksheet to record the student details. They want to give the student details to the Principal. When they want to take print of the worksheet, few of the columns are not fitting to one page. Write down the steps to make it fit in one page and then take a print out.
- 10. Shyam wants to make a copy of the worksheet in which he is working. Write down the steps to make a copy of the worksheet.