

National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 6: Basics of Spreadsheet
Worksheet-6

1. Write the steps for inserting a new worksheet in the workbook.
2. What are the different types of data that can be entered into worksheet cells?
3. How do you find a single number or name you want in a large worksheet containing thousands of numbers and names? Is it possible to replace a name or number with some other name or number?
4. How will you protect the workbook? Explain.
5. What is the purpose of Freeze Panes feature?
6. How will you delete the cells, rows and columns in a worksheet?
7. Write the steps you will follow to replace some data in the worksheet?
8. Mention the steps to be followed for printing the entire workbook.
9. How will you rename the worksheet?
10. Manoj is entering the data in the worksheet. He wants to insert one column in the filled worksheet. Mention the steps to be followed for inserting one column in the worksheet.