

Unit 4: Spreadsheet (Intermediate)

- Q1. Define conditional formatting.
- Q2. Write the steps to freeze rows or columns in a worksheet.
- Q3. What is the importance of page break in Excel?
- Q4. Write the steps to set the margins in a worksheet.
- Q5. What is the use of charts in Excel 2010?
- Q6. Define filtering of data.
- Q7. Write the steps to show how to set an axis title for a chart.
- Q8. Write the steps to assign a name to a range in a worksheet.
- Q9. What are the features available in the Freeze Panes button under the Window group?
- Q10. Write the steps to insert the page break.