**Topic – 7**

Exercise- 1

List eight action –

1. Open file
2. Save file
3. Copy / Paste
4. Run function
5. Print document
6. Send email
7. Insert/delete rows or columns
8. Filter data

Four Objects –

1. Worksheet
2. Chart
3. Pivot table
4. Form

Two User Interface Actionds –

1. Click button
2. Select option

Two data entry operation action

1. Enter data into a cell
2. Edit data in a cell