

## **Practical no. 9. Create, open and Edit worksheets**

**Actual procedure followed:-** We apply different features on worksheet using excel 2010.

**Resources used:-** Windows 7, Microsoft excel 2007

**Precautions followed:-** Handel the computer system with care

**Result:-** We learn to create ,open and edit the excelsheet in Microsoft excel

**Interpretation of result:-** We are able to create ,open and edit the excelsheet in Microsoft excel.

**Conclusion:-** In this way , We learn to create ,open and edit the excel sheet in Microsoft excel.

### **Practical related Questions:**

#### **1. Differentiate absolute and relative cell addressing**

**Ans:-** Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell.

Absolute references, on the other hand, remain constant no matter where they are copied.

#### **2. Write steps to split the cell content in multiple lines when the contents are bigger than column width?**

**Ans:-** select the cells in which the text should be wrapped, go to 'Format' option in the menu, select 'Cells', and then click on the 'Alignment' tab, enable the 'Wrap Text' option and click 'OK'.

#### **3. Write procedure to insert three columns between column D and E**

**Ans:-** Click the Insert command on the Home tab. Clicking the Insert command.The new column will appear to the left of the selected column.Repeat this procedure for 3 times so 3 columns will be added from D to E.