

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 15th 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.