

Answer in one word /sentence:-

Q.1 What is a Spreadsheet software used for?

Ans-1 . A Spreadsheet software is used to organize and display data in a form as required by the user. The software uses worksheets for data entry and manipulation .

Q.2. What is the spreadsheet part of the Microsoft Office suite 2016 called?

Ans- 2 Microsoft office Excel 2016 is the spreadsheet part of the Microsoft Office Suite 2016 .

Q.3. How is a cell formed in a worksheet ?

Ans-3. A worksheet in Excel consists of a grid of Rows and Columns, which intersect to form cells in which you enter data.

Q.4. Name the extension of workbook in Microsoft Office Excel 2016?

Ans - 4 .xlsx is the extension of workbook in Microsoft Office Excel 2016.

Q.5. What is the data which include numbers from 0-9 and characters +,-,% etc. called?

Ans- 5 Numeric data is the data which include numbers from 0-9 and characters +,-, \$ % etc.

Q.6. How is the cell address is formed?

Ans -6 A worksheet consists of cells and each cell is formed by an intersecting row and a column . Each cell is referred to as a column –row combination (like B2, D4,E5,etc.) Where the first character (B, D,E,etc.) represents the column address and the second character(2,4,5,etc.) represents the Row address.

Give Short answer :-

Q.1. What is an electronic spreadsheet?

Ans-1 . Electronic spreadsheets are computer programs used to perform numeric calculations rapidly and accurately.

Q.2. What is Microsoft Office Excel?

Ans-2 Microsoft Office Excel 2016 is the spreadsheet part of the Microsoft Office Suite 2016. It can be used for calculating ,manipulating and analyzing numbers. MS-Excel also has a powerful graph –building facility to present information in the form of the charts for easier understanding of facts.

Q.3. What do you understand by AutoSum and sorting?

Ans-3 AutoSum is a very simple procedure to find the sum of the numbers entered .

Sorting means arranging data in an ascending or descending order.

Q.4. What is Absolute referencing?

Ans- 4 In Absolute referencing , when you copy a formula to different cells, the cell address in the formula remains the same irrespective of where the formula is being copied.

Q.5. What is Relative referencing?

Ans-5 In Relative referencing , when you copy a formula to different cells, the cell address in the formula changes according to the row and column where the formula is being copied.

Choose the correct answer:-

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1. This software uses worksheets for data entry

Ans- b. Electronic spreadsheet

2. A cell is formed by the intersection of

Ans- c. Rows and Columns

3. Sorting is done to

Ans- b. Arrange data

4. The AutoSum option is used to

Ans- a. Find the sum of numbers

5. The Operator used for exponentiation is

Ans- d. ^

6. To fill data automatically we use

Ans- b. AutoFill

7. Numeric data contains

Ans- d. None of these

8. When row and cell addresses in a formula change based on the cell it is copied to, it is called

Ans – a. Relative referencing

9. When we copy a formula and the row and cell addresses in the formula do not change, it is called

Ans- b. Absolute referencing

10. If the = sign is not added before a formula, the entry will be taken as

Ans- a. Text entry

Write (T) for True and (F) for False.

1. An Excel document gets saved with the extension .xls. False

2. The Data Input can be automated by using the Fill handle. True

3. Sorting means arranging data in ascending or descending order. True

4. In Absolute referencing, when you copy a formula to different cells, the cell addresses in the formula change according to the rows and columns where the formula is being copied. False

5. To make a cell address absolute, add a # sign before the row and column address of the cell in the formula. False

Fill in the blanks.

1. A worksheet is a grid that organizes data into columns and rows.

2. An Excel document is called a Workbook.

3. You must add a = .

4. The feature for automatically filling the data is called AutoFill.

5. You can edit data either directly in the cell or in the Formula bar.

6. AutoSum is a very quick procedure to find the sum of the numbers entered.

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