

Exercises

Q1. Tick the correct answer.

1. Electronic spreadsheets are
 - b. Computer Program
2. In a worksheet you can enter data in
 - c. Cells
3. A computer accepts Data to process it
 - b. Data
4. In a cell address the second character is the
 - a. Row address
5. The name of the active cell is displayed here
 - c. Name box
6. The central place in the Excel screen from where all functions are carried out is called the
 - b. Cell pointer
7. You use these commands to copy data
 - b. Copy and paste
8. You use these commands to move the data
 - a. Cut and Paste
9. This option provides a quick and easy way to find the sum of a selected range of cells
 - c. AutoSum
10. The arranging of data in a required order is called
 - b. Sorting

Q2. Fill in the blanks

1. Using Excel you can arrange data in Rows and Columns.
2. An Excel document is called a workbook .
3. You must select data to do operations on it.
4. You can move data by clicking on the cut and paste buttons.

5. Using the sort option you can arrange data in required order.
6. Using Autosum, the sum of numbers can be calculated quickly

Q3. True or False

1. An Excel document gets saved with the extension .pls. False
2. Excel is an electronic spreadsheet. True
3. Sorting means arranging data in an order as required. True
4. To copy data in cells you do not need to select them. False
5. To move the data you click on the Move and Paste buttons. False
6. To copy data you click on the Copy and Paste buttons. True

Q4. Answer in one word/sentence.

1. What does a worksheet consist of?

Answer. A worksheet consists of rows and columns.

2. What is a workbook?

Answer. An Excel document is called a workbook.

3. How is cell address formed?

Answer. Cell address is the combination of column and row. For example D4 is a cell address, where D is column and 4 is row.

4. When does a cell become active?

Answer. When you click on a cell, it becomes active.

5. Name the tabs on the Excel screen ribbon.

Answer. File, Home, Insert, Page layout, Formulas, Data, Review, View and Help.

6. What does (A1:A7) mean?

Answer. It means cells from A1 to A7 are selected.

Q5. Give short answers.

1. What do you know about electronic spreadsheet?

Answer: Electronic spreadsheets are computer programmes that allow you to perform numeric calculations easily.

2. What is Microsoft Office Excel?

Answer. Microsoft Office Excel is an electronic spreadsheet that runs on a personal computer (PC).

3. What do you understand by AutoSum?

Answer. AutoSum is a very simple procedure to find the sum of the numbers entered.

4. What is Sorting?

Answer. Sorting means arranging data in an order as required.

