

LESSON – 6
MICROSOFT EXCEL 2007

A. Fill in the blanks:

1. By default, a workbook contains three worksheets.
2. Merge & Center button places the contents in the center of the cells across a number of columns/rows .
3. Formula bar shows the characters and formulas entered in an active cell.
4. A worksheet becomes active by clicking on the Sheet tab.
5. Name box is present above the Column heading.
6. The **TAB** scrolling buttons to the left of sheet tabs let you move through the worksheets quickly.
7. Pressing the **F12** key opens the Save As dialog box.

B. State True or False:

1. Microsoft Excel is the most suited program for documentation. FALSE.
2. A workbook can contain any number of worksheets according to a user's need. TRUE
3. Letters A to Z, AA to AZ are the row headings. FALSE.
4. Status bar displays the currently selected commands. TRUE
5. Data cannot be entered in an active cell. FALSE.
6. Arrow buttons present on the worksheet tab allow the user to switch between worksheets. TRUE

C. Application Based Questions:

1. The class teacher has asked Pallavi to create a worksheet displaying the time table of the class. She has also asked her to save it with the name of her choice and further rename the worksheet by specifying the name 'Time Table'. Suggest to her the method to rename the worksheet.

Ans. Double click the worksheet tab, type new name and press enter key.

2. Rohit's father has given him Rs. 500 for his pocket expense. He has asked him to maintain the expenses in an excel sheet and show it at the end of the month. Suggest to him the method to calculate the total expenses and find the amount left with him.

Ans. Totalexpenses can be calculated using SUM function and amount left can be calculated using the formula

=500 - Totalexpenses

D. Multiple Choice Questions:

1. In MS-Excel, _____ button is used to perform addition of a range in a cell.

a. Sum b. Autosum c. Addition

Ans. b

2. By default, the text data is _____ aligned in a cell.

a. Left b. Center c. Right

Ans. a

3. In a worksheet, there are _____ rows .

a. 16384 b. 104850 c. 1048576

Ans. c

4. _____ box shows the address of an active cell.

a. Cell b. Name c. Formula

Ans. b

5. A formula starts with a _____ sign.
a. Equal to(=) b. Plus(+)
c. Minus(-)
Ans. a
6. We can enter _____ types of data in a worksheet.
a. Two b. Three c. Four
Ans. b

E. Answer the following:

1. What do you understand by MS Excel?
Ans. Microsoft Excel is the most popular spreadsheet software. It is a powerful tool that helps to organise, calculate and analyse data in rows and columns. It also allows us to represent data pictorially in the form of a chart.
2. Differentiate between a workbook and a worksheet.
Ans. The MS Excel file is referred to as a workbook, in which we work and store data. Each workbook consists of several worksheets. It is similar to pages in a notebook. Worksheets are like pages and workbook is like a notebook.
3. What is a cell? How many characters can a cell contain?
Ans. A cell is an intersection of a column and a row in a worksheet. Each cell is denoted with a cell address. For example, A5 refers to the cell at the intersection of column A and row 5. Data is stored in a cell. A cell can contain upto 32,767 characters.
4. What is a formula bar? How is it different from the Name box?
Ans. The Formula bar is located to the right of the Name box. This bar shows the characters and formulas that you enter in an active cell.
Name box is located above the column heading on the left side of the window. This area displays the location of the cell pointer.
5. How can you rename a worksheet? Explain.
Ans. Double click the sheet tab which you want to rename, type a new name and press enter key.
6. How many types of data can be entered in an excel sheet? Explain each type briefly.
Ans. Three types of data can be entered in an excel worksheet. They are:
 - (i) NUMBERS : Numbers are values that consist of numerals like 0 to 9 and the characters like +, -, !, @, \$, %, ^, & etc.
 - (ii) TEXT : Text data can contain letters, numbers, spaces and special characters such as ! and &. Text data is not used in calculations.
 - (iii) FORMULAE : A formula is a mathematical equation involving number values, operators and cell addresses used for performing calculations on worksheet.