2

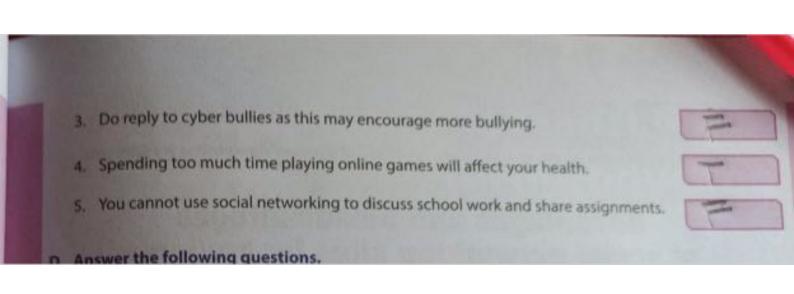
Linkedin

Fill in the blanks with the help of the given words.

Facebook 2004

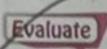
hacker

cybercrime



Checklist

Put a v or x.	Va	Ling.
Term	got it!	I need help!
Worksheet		
Rows		
Workbook		
Cell		
Columns		
Cell Address		



Fill in the blanks with the help of the given words.

Daniel Bricklin 16,384 1,048,576 Excel 2013 columns rows

- 1. Excul. 2013... is a spreadsheet software used to store, organize, manipulate and analyze data.
- 2 Daniel Bright lin. is often referred to as 'The Father of the Spreadsheet'.
- 3. The ... calumns.... are labelled from left to right starting with A, B, ..., and so on.
- 5. Each worksheet consists of .\0.48.5.76...rows and16.38.4..... columns.

Tick (✓) the correct answer.

- 1. What is the name of the last column?
- b. XDF

c. XZ

- 2. You press these keys to move to the previous cell in the row.
 - a. Shift + Enter
- Shift + Tab c. Down arrow key d. Up arrow key
- 3. You press these keys to move to Cell A1 of the current worksheet.
 - a. Alt + Enter b. Home
- c. Ctrl + End
- Ctrl + Home
- 4. You press these keys to move to select all cells on a worksheet.
 - a. Ctrl + A
- b. Ctrl+C c. Ctrl+S
- 5. It is a collection of one or more worksheets stored under a single file name.
 - a. Data sheet
- b. Worksheet
- Workbook
- d. Spreadsheet

State True or False.

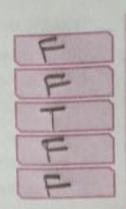
- 1. Excel 2013 is a presentation software.
- 2. Bob Frankston is often referred to as 'The Father of the Spreadsheet'.
- 3. A column may contain up to 32,767 characters.
- 4. You can enter only numbers type of data in a worksheet.
- 5. You cannot rename a spreadsheet.

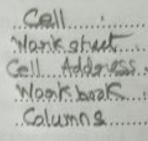
D. Give one word for the following.

- 1. It is the intersection of a column and a row.
- 2. It is the work area arranged in horizontal rows and vertical columns.
- 3. It is the name of the cell.
- 4. It is a collection of one or more worksheets stored under a single file name.
- 5. It is the arrangement of cells in the vertical direction.

E. Answer the following questions.

- 1. What is the purpose of Excel 2013 as an application software?
- 2. Differentiate between worksheet and workbook.





Tick (/) the correct answer.

- 1. Which option will you click from Borders drop-down list to see more borders?
 - a. Thick Border
- More Borders
- c. Outside Borders
- d. Thick Box Border

- 2. It is the distance between the cell boundary and text.
 - Indent
- b. Orientation
- c. Merge Cells
- d. Spacing

- 3. This option aligns text to the left of the cell.
 - a. Align Right
- b. Top Align
- Align Left
- d. Bottom Align
- 4. This button is used to reduce the number of digits after the decimal point.
 - a. Increase Decimal
- Decrease Decimal
- c. Comma
- d. Hyphen
- 5. This button is used to apply borders around the selected range of cells.
 - a. Bold
- All Borders
- c. General
- d. Apply

Write the description for each icon.

Icons/Buttons	Description	
=	Align text center.	
8-	FIII colosi .	
8/-	Angle Counterclockwise.	
	Mesige and Centers.	
\$ -	Accounting Humbers Format.	
	Wordp text.	

Answer the following questions.

- X Write the steps to format using font commands.
- Define the terms orientation and indentation.
 - Do you think Merge & Center is a useful feature? Why?
- Write the steps to add a currency symbol to a number in a cell.
 - Write the steps to apply border to a range of cells.

Apply

thus, main

align to be

ines.

14.01.3002.

- Formatted text and cells call draw at understand.

 more visually appealing and easier to understand.
- Formatting can be done by using the commands of Font, Alignment and Number groups,
- By default, numbers align to the bottom-right of cells, while words and letters align to the bottom-left of cells.
- Various color effects can be added to the cells through Cell Styles option.

Checklist

Put a / or X.

Put a v or X.	N.	100
Term	I got it!	I need help!
Formatting		
Orientation		
Wrap Text		
Merge & Center		
Indent		

Evaluate

Fill in the blanks with the help of the given words.



Formatting bottom-left Wrap Text number bottom-right Orientation

- 1. Farmathing... is a process to change the text style, size or color of a worksheet, thus, making its appearance more attractive.
- 2. By default, numbers align to the lookan. Thight of cells, while words and letters align to the battom = 195t... of cells.
- 3. Waap...text.... makes all content visible within a cell by displaying it in multiple lines.
- 4. Onice statism. is the rotation of text in different angles inside the cell.
- 5. To increase the decimal point option is available in ... NUMBER group.

Tick (/) the correct answer.

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