GRADE: 7
SUBJECT: COMPUTER SCIENCE
DATE: [Insert Date]
ANSWER SHEET

SECTION A

Q1. CHOOSE THE CORRECT ANSWER:

1. b) MS Excel
2. c) Performing calculations and data analysis
3. c) Cell
4. b) A, B, C...
5. b) Formula bar
6. b) A1
7. a) F2
8. a) Tab
9. b) .xlsx
10. c) Daniel Bricklin

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING:

1. Row
2. Column
3. Workbook
4. VisiCalc

SECTION B

Q3. ANSWER THE FOLLOWING:

1. A spreadsheet is an application used to store, organize, analyze, and manipulate data in tabular form.
2. Two uses of MS Excel are: (i) Data entry and organization, (ii) Performing calculations using formulas.

3. The Formula Bar in Excel displays the contents of the active cell and allows users to edit formulas or data.

4. A Cell Address in Excel refers to the unique reference of a cell, such as A1, B5, etc., where the column label appears first, followed by the row number.

5. Excel has 1,048,576 rows and 16,384 columns in a worksheet.

6. A worksheet is a single page within an Excel file, while a workbook is a collection of multiple worksheets stored in a single file.

7. Other spreadsheet software include: (i) Google Sheets, (ii) OpenOffice Calc

8. The Name Box displays the active cell's address and allows users to select named ranges.

9. To rename a worksheet: Right-click the worksheet tab → Click 'Rename' → Type a new name → Press Enter.**

10. AutoSum is a feature that automatically sums a selected range of numbers using the SUM function.

11. The shortcut key to save a workbook is Ctrl + S.

12. To insert a new worksheet: Click the '+' button next to the existing sheet tabs or use the shortcut key Shift + F11.**

Q4. GIVE TWO DIFFERENCES BETWEEN:

a) Column and Row:

- Columns are vertical, labeled with letters (A, B, C).
- Rows are horizontal, labeled with numbers (1, 2, 3).

b) Workbook and Worksheet:

- Workbook is a collection of worksheets.
- Worksheet is a single sheet within a workbook.

c) Formula Bar and Name Box:

- Formula Bar is used to enter/edit data in a cell.
- Name Box displays the active cell's address.

d) AutoSum and Manual Calculation:

- AutoSum automatically sums a range of values.
- Manual Calculation requires the user to enter formulas for sums.

e) **Undo and Redo:**

- **Undo (Ctrl + Z)** reverses the last action.
- **Redo (Ctrl + Y)** re-applies the last undone action.

SECTION C

Q5. ANSWER IN DETAIL:

1. **Components of an Excel worksheet:**

   - **Title Bar**: Displays the file name.
   - **Ribbon**: Contains tools and commands.
   - **Formula Bar**: Used to enter/edit formulas.
   - **Worksheet Area**: Contains rows and columns.
   - **Sheet Tabs**: Allows navigation between sheets.

2. **Steps to create, save, and open a workbook:**

   - **To create**: Open Excel → Click 'New Workbook'.
   - **To save**: Click 'File' → 'Save As' → Enter file name → Click 'Save'.
   - **To open**: Click 'File' → 'Open' → Select the saved workbook.

3. **Entering data and applying formatting:**

   - **Entering Data:** Click a cell → Type data → Press Enter.
   - **Formatting:** Select cell(s) → Use Font, Alignment, or Number tools from the Ribbon.

4. **Various ways to move around a spreadsheet:**

   - **Arrow Keys**: Move one cell in any direction.
   - **Tab**: Move to the next cell in a row.
   - **Ctrl + Home**: Move to the first cell (A1).
   - **Ctrl + End**: Move to the last used cell.

5. **Formulas and functions in Excel:**

   - **Formula**: A user-defined expression to perform calculations (e.g., =A1+B1).
   - **Function**: A predefined formula in Excel (e.g., =SUM(A1:A5) to add numbers).

End of Answer Sheet