

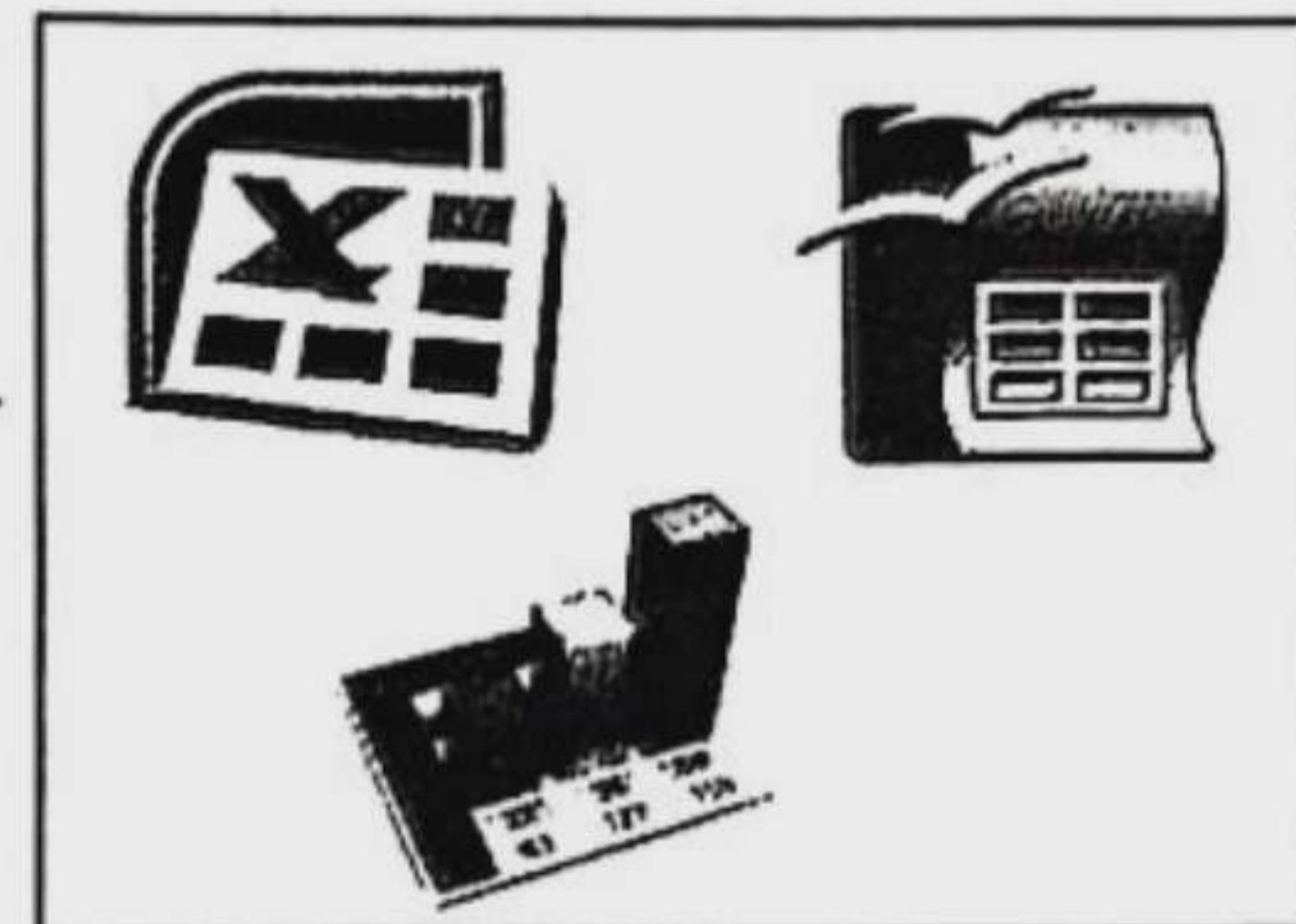
Use of Spreadsheet

Contents for Discussion

- Spreadsheet • The Technique of Using Spreadsheet Software.

Learning Outcomes : After studying this chapter I will be able to—

- explain the relationship between Information Technology and Spreadsheet.
- identify the fields of using spreadsheet usage.
- explain the objectives of using spreadsheet software.
- describe the technique of using spreadsheet software.



Practice



Multiple Choice and General Q/A following
100% accurate format for best prep.

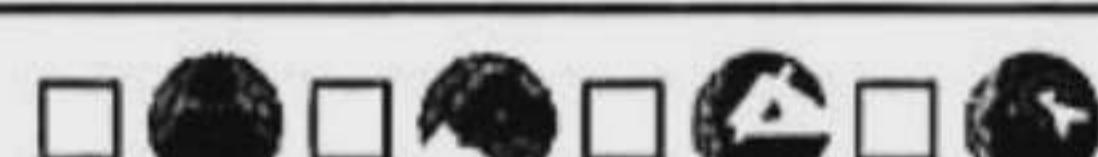
Dear learners, the Q/A of this chapter have been divided into Exercises, MCQs, Short answer questions and Exercise-based tasks in light of the learning outcomes. Practice the questions well to ensure the best preparation in the exam.



Textual Q/A



Let's learn the textbook Q/A



MCQs with Answers



1. Which one is the first spreadsheet software invented? *(Knowledge)*
 - Ⓐ Microsoft Excel Ⓑ VisiCalc
 - Ⓑ Open office Calc Ⓒ KSpread
2. The workbook can not be used —. *(Application)*
 - Ⓐ to prepare the result sheet of school exam;
 - Ⓑ to keep the accounts of business;
 - Ⓒ to make medical diagnosis;
 - Ⓓ to keep scores of a cricket match;
3. In which cluster are the commands of Microsoft Excel arranged? *(Comprehensive)*
 - Ⓐ Quick Toolbar Ⓑ Menu Bar
 - Ⓒ Ribbon Ⓒ Status Bar
4. The invention of spreadsheet in ICT —. *(Higher Ability)*
 - i. has made keeping accounts easy;
 - ii. has made new scope for worker-management;
 - iii. has made it possible to do many works without learning

Which one is correct?

- Ⓑ Ⓐ i Ⓑ i & iii Ⓒ ii & iii Ⓓ i, ii & iii
■ Read the text below, and answer the question nos. 5 and 6 :

The result of JSC

- ◆ 10 students of Girabo Primary School have obtained GPA 5;
- ◆ 15 students of Dirai Primary School have obtained GPA 5;

- ◆ 5 students of Nolam Primary School have obtained GPA 5;
- ◆ 18 students of Palash Primary School have obtained GPA 5;

5. Which option of Excel is appropriate/convenient to make comparative study of results of these schools? *(Comprehensive)*

- Ⓐ Table Ⓑ Chart
- Ⓑ Formula Ⓒ Filter

6. By using Microsoft Excel —. *(Application)*

- i. the total number of students who got GPA 5 can be calculated;
 - ii. the percentage of students who got GPA 5 can be calculated;
 - iii. the total number of students can be calculated;
- Which one is correct?

- Ⓓ Ⓐ i Ⓑ i & iii Ⓒ ii & iii Ⓓ i, ii & iii

Short Q/A



Question 7. Why do you think the use of spreadsheet is effective in preserving and publishing exam result?

Ans. To use of spreadsheet is effective in preserving and publishing exam result because :

- i. Spreadsheet is software for counting systematically any data.
- ii. Any calculation such as addition, subtraction, multiplication, division, fraction etc of exam numbers can be done easily by using the formula of spreadsheet.

- iii. In case of result publication, students name, roll, marks can arrange orderly.
- iv. If any data is needed to correction, it will be done easily in spreadsheet.
- v. Result will publish by printing from the worksheet.
- vi. After that it can be preserved for future uses by a folder.

Question 8. Why is addition or subtraction easier in spreadsheet?

Ans. According to the dictionary, spreadsheet is a sheet of paper big in size. This kinds of sheet is used to keep the account of business firms. Different kinds of mathematical calculations can successfully be done by using spreadsheet. Addition or subtraction is easier in spreadsheet because there are formulas and functions for addition and subtraction. Addition is done here in two ways : automatically and manually. Subtraction is also done in this process. Putting formula in the result cell, addition and subtraction can be done easily.

Question 9. Write the strategies of using Spreadsheet.

Ans. A spreadsheet is a complete program, which means a sheet of paper big in size. In this program, like graph paper, there are many cells along the X-axis and Y-axis.

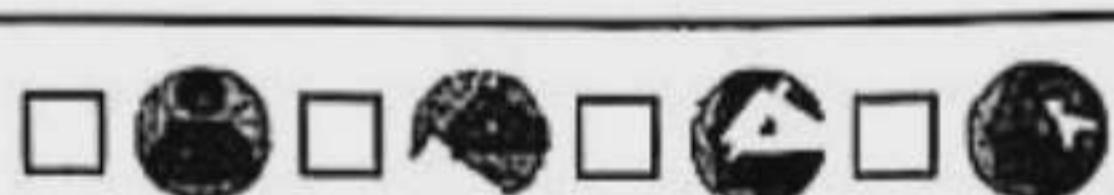
The spreadsheet's worksheet has a grid where the X-axis has rows and the Y-axis has columns. Each column's heading is marked with an English letter and each row is marked with a number. By this, the address or reference of each cell in the grid is specified. For example- in A12, A means A Column and 12 means twelve number row. A12 indicates the cell located at the intersection of A column and 12 number row. If we want to enter any text or data in any cell, such as A12 Cell, then by placing the cursor in that cell, the necessary text or data can be entered pressing the keyboard. The cursor can be moved to any cell in the worksheet using the keyboard's arrow keys. Left key moves to the left, right key moves to the right, Up key moves upwards and Down key moves downwards. Besides, by pressing the Tab or Enter key, the cursor can be moved to different cells. The cursor can be moved to different cells by mouse click. Multiple cells can be selected together by the mouse. Text or data can be copied from a cell and pasted into another cell. Besides, the height and width of the column and row can be enlarged as needed. The size or space of the text can be enlarged or reduced as needed.



Multiple Choice Q/A



Designed as per topic



Spreadsheet

► Textbook Page 52

1. What does it indicate with '1,2,3,.....' in Microsoft Excel? *(Knowledge)* [RB '19]
 - Ⓐ Cell
 - Ⓑ Row
 - Ⓒ Column
 - Ⓓ Information
2. Which of the following is database software? *(Knowledge)* [JB '19]
 - Ⓐ Open Office Calc
 - Ⓑ Kspread
 - Ⓒ Ms Access
 - Ⓓ Visi Calc
3. In business institution spreadsheet is used because the reasons are— *(Application)* [JB '19]
 - i. maintain financial calculation
 - ii. represent monthly calculation
 - iii. represent full financial diagram

Which one is correct?

 - Ⓐ i & ii
 - Ⓑ i & iii
 - Ⓒ ii & iii
 - Ⓓ i, ii & iii
4. Using spreadsheet we can – *(Application)* [CB '19]
 - i. Data editing
 - ii. Data analysis
 - iii. Report generation

Which one is correct?

 - Ⓐ i & ii
 - Ⓑ i & iii
 - Ⓒ ii & iii
 - Ⓓ i, ii & iii
5. What is dictionary based meaning of spreadsheet? *(Comprehensive)* [CB '19]
 - Ⓐ Large scale paper
 - Ⓑ Store financial activities
 - Ⓒ Unorganized large scale paper
 - Ⓓ Store accounts

6. What kind of program is used in Budget preparation? *(Comprehensive)* [CtgB '19]
 - Ⓐ MS-Word
 - Ⓑ MS-Excel
 - Ⓒ Database
 - Ⓓ Oracle
7. What is the name of spreadsheet made by Apple Company? *(Knowledge)* [CtgB '19]
 - Ⓐ MS-Excel
 - Ⓑ Kspread
 - Ⓒ VisiCalc
 - Ⓓ Open office calc
8. In spreadsheet heading of work book is written where? *(Knowledge)* [BB '19]
 - Ⓐ In access bar
 - Ⓑ In status bar
 - Ⓒ In menu bar
 - Ⓓ In title bar
9. The most useful spreadsheet software now is— *(Knowledge)* [DjB '19]
 - Ⓐ VisiCalc
 - Ⓑ Microsoft Excel
 - Ⓒ Open Office Calc
 - Ⓓ Kspread
10. Which is the most popular and extensively used spreadsheet software? *(Knowledge)* [DB '18]
 - Ⓐ Visicalc
 - Ⓑ MS Excel
 - Ⓒ Kspread
 - Ⓓ Linux
11. What is the alternate name of 'MS Excel'? *(Knowledge)* [RB '18]
 - Ⓐ Spread program
 - Ⓑ Spread shit
 - Ⓒ Spread sheet
 - Ⓓ Speed sheet
12. Which software is more efficient for accounts? *(Comprehensive)* [RB '18]
 - Ⓐ Word
 - Ⓑ Linux
 - Ⓒ Spreadsheet
 - Ⓓ DOS

13. Which program is called 'work book'? (Knowledge) [JB '18]
 a. Facebook b. Database
 b. Multimedia c. Spreadsheet
14. What does the work sheet indicate with A, B, C? (Knowledge) [DB; CB; BB '17]
 a. Work book b. Row
 b. Cell c. Column
15. What is Visicalc? (Knowledge) [DB; CB; BB '17]
 a. Database Software b. Mobile Software
 c. Spread Sheet Software d. Writing Software
16. What is the meaning of A.B.C.....? (Knowledge) [RB; JB; SB; DjB; CtgB '17]
 a. Row b. Column
 b. Cell c. Information
17. Which company invented "Visicalc" spreadsheet software first in the late 70s? (Knowledge) [All Board '16]
 a. IBM b. Apple
 b. Sun c. Adobe
18. What is called the cells which comes down from top to bottom? (Comprehensive) [All Board '16]
 a. Cell b. Row
 b. Column c. Rage
19. Which one is the first spreadsheet software? (Knowledge) [All Board '14]
 a. Lotus-1,2, 3 b. Microsoft Excel
 b. Open Office Calc c. Visicalc
20. What does ABC of Microsoft excel indicate? (Knowledge) [All Board '14]
 a. Row b. Column
 b. Cell c. Workbook
21. What is excel? (Knowledge)
 a. an internet browser b. music software
 c. spreadsheet software d. hardware
22. Which work is done by spreadsheet program? (Higher ability)
 a. Data collecting b. Writing
 b. Drawing picture c. Data analysis
23. Where can we edit any number or any kind of data in a short time? (Comprehensive)
 a. Power point b. Set pad
 c. Spreadsheet software d. HTML
24. By which software can we preserve telecommunication address? (Higher ability)
 a. Word b. Outlook
 c. Spreadsheet software d. Netbears software
25. Which software can calculate fast and accurately? (Comprehensive)
 a. Calculator b. Spreadsheet software
 b. Access program c. Outlook
26. Which software is used for different calculation? (Comprehensive)
 a. Notepad b. Spreadsheet software
 b. Word software c. Powerpoint

27. Spreadsheet consists of— (Application)
 i. row
 ii. formula
 iii. column
- Which one of the following is correct?
 b. a. i & ii b. i & iii c. ii & iii d. i, ii & iii
- Read the following passage and answer the question numbers 28 and 29 :
 Mr. Rahman is the owner of a big publication company. Everyday huge amount of books are published and sold in his company. To keep the count of this huge amount of transaction he uses a special computer program.
28. What is the name of the program used by Mr. Rahman? (Higher ability)
 a. Spreadsheet program
 b. Computer
 c. Microsoft power point
 a. E-mail
29. In processing the software used by Mr. Rahman gets help— (Application)
 i. By increasing typing speed
 ii. Requiring less time
 iii. In the aspect of calculation which is done automatically
- Which one of the following is correct?
 c. a. i & ii b. i & iii c. ii & iii d. i, ii & iii
30. Which one is the correct cell address? (Comprehensive) [Rajuk Uttara Model College, Dhaka]
 a. 2022D b. AA2022
 b. ZZZ-10 c. AB,5
31. Which of the following was invented first for keeping accounts? (Knowledge)
 [Vigrunnesa Noon School and College, Dhaka]
 a. Calculator b. Abacus
 b. Computer c. Spreadsheet
32. In a worksheet, what are the small Squares called? (Comprehensive)
 [Vigrunnesa Noon School and College, Dhaka]
 a. Calumn b. Row
 d. Cell Range c. Cell
- The Technique of Using Spreadsheet Software
 ▶ Textbook Page 54
33. Which one is the correct formula to determine the difference between the marks of Math of Ahona and Ankon? (Higher ability) [RB '19]
 a. $D_2 - D_3$ b. $= D_2 - D_3$
 b. $D_3 - D_4$ c. $= D_3 - D_4$

■ According to following information answer to the questions no. 34 and 35 :

	A	B	C	D	E	F
1	Name	Bangla	Eng	ICT	Rel	Total
2	Azim	72	84	45	76	
3	Nazim	45	76	42	65	
4	Fahim	76	84	41	86	
5	Karim	71	81	26	51	

[JB '19]

34. Which of the following formula is used to complete cell F2? (Higher ability)
 (a) = Sum (B2 : D2) (b) = Sum (B2 : E2)
 (c) = Sum (B2 : F5) (d) = Sum (B2 : E5)

35. In which cell of the spreadsheet the value is 26? (Higher ability)
 (a) C2 (b) D5
 (c) E3 (d) E5

36. Which of the following symbol is used to manually addition in excel? (Comprehensive) [JB '19]
 (a) Sum = (b) Sum
 (c) fx (d) =

■ Read the stem and answer questions no. 37 and 38 :

	A	B	C	D	E	F	G
1							
2							
3							
4							

[CB '19]

37. Which is the process to open the program of the figure above? (Comprehensive)
 (a) Start→All Programs→MS Office→ MS Excel
 (b) All Programs→Start→MS Office→MS Excel
 (c) MS Excel→Start→All Programs→ MS Office
 (d) Start→MSOffice→ All Programs→MS Excel

38. Which is the mail address of B-Column and Row no. 3 in the figure? (Higher ability)
 (a) B-3 (b) B₃
 (c) 3-B (d) 3B

39. What is the formula to add cell A1, B1, C1 and D1 in worksheet? (Higher ability) [DJB '19]
 (a) = sum (A1 + D1) (b) = sum (A1 : D1)
 (c) A1 + B1 + C1 + D1 (d) Sum (A1 : D1)

40. What is the cell address of no. 10 row of spreadsheet E-column? (Comprehensive) [DJB '19]
 (a) E-10 (b) E 10
 (c) 10 E (d) 10-E

41. By which below, cell range is meant? (Knowledge) [DJB '19]
 (a) A1 (b) 10A
 (c) = A1 + B5 (d) A1 : D1

42. In the Spreadsheet Program, F5 means a particular—. (Application) [DB '18]
 i. cell
 ii. ecolumn
 iii. row

Which one is correct?

- (a) i (b) ii (c) i & ii (d) i, ii & iii

43. In which different commands are arranged in cluster in MS Excel? (Comprehensive) [DB '18]
 (a) Status bar (b) Sheet tab
 (c) Quick toolbar (d) Ribbon

44. What is the keyboard command to create new worksheet? (Comprehensive) [RB '18]
 (a) Ctrl + S (b) Ctrl + C
 (c) Ctrl + A (d) Ctrl + N

45. Which one of the following formula is used to add in MS Excel? (Knowledge) [RB '18]
 (a) = SUM (A₁ : D₁) (b) = SUM (A₁ + D₁)
 (c) == SUM (A₁ : D₁) (d) = + SUM (A₁ : D₁)

46. Which of the following is correct formula for addition? (Comprehensive) [CtgB '18]
 (a) = sum (A₁ : A₅) (b) = Add (A₁ : A₅)
 (c) Sum (A₁ : A₅) (d) A₁ + A₂ + A₃ + A₄ + A₅

47. Where is the title bar of the excel window? (Knowledge) [SB '18]
 (a) Left side (b) Right side
 (c) At the top (d) At the bottom

48. The cursor is used to take on the cell of worksheet—. (Application) [SB '18]
 i. tab key
 ii. space key
 iii. arrow key

Which one is correct?

- (a) i & ii (b) i & iii (c) ii & iii (d) i, ii & iii

49. What is the key board command of opening a new worksheet? (Comprehensive) [BB '18]
 (a) Ctrl + X (b) Ctrl + N
 (c) Ctrl + V (d) Ctrl + P

Look at the worksheet below and answer to the questions no. 50, 51 and 52 :

	A	B	C	D	E
1	Name	Bangla	English	Math	Total
2	Ahona	87	96	92	
3	Ankon	85	90	87	?
4	Alif	82	92	90	

[RB '19]

50. Which one is the cell address of '?' marked cell? (Higher ability)
 (a) 3 (b) E
 (c) 3E (d) E3.

51. Which one is the correct formula to determine Ahona's total number? (Higher ability)
 (a) B₂ + C₂ + D₂ (b) = SUM (B₂ : D₂)
 (c) = SUM (B₂, D₂) (d) = SUM (B₂ + D₂)

52. Which one is the correct formula for MS excel? (Comprehensive)
 [Rajuk Uttara Model College, Dhaka]
 (a) =Sum(A10:B20) (b) =ADD(A1:A15)
 (c) =AVG(A5:B10) (d) =Total(C2:D5)

53. How is the subtraction done in Excel sheet? (Comprehensive)
 (a) By using sheet tab
 (b) By using formula in result cell
 (c) By using formula in status bar
 (d) By using formula by office button

54. Which one is needed to draw bar diagram in Excel? (Comprehensive)
- a** Chart **b** Subject
c Data **d** Formula
55. How many worksheet are there in a work book usually? (Knowledge)
- a** Two **b** Three
b One **d** Five
56. What is the extention of Excel file? (Knowledge)
- a** .doc **b** .docx
c .xls **d** .pptx
57. What will happen if "insert → worksheet" is indicated in Excel? (Comprehensive)
- a** New sheet is inserted
b Headline can be written
c Sheet can be named
d Sheet can be deleted
58. Which sign will indicate to come to the last column in excel? (Comprehensive)
- a** End + → **b** Home
a Tab **d** Shift
59. By E10 —. (Application)
- i. Column E is meant
ii. Row E is meant
iii. Row 10 is meant
- Which one of the following is correct?
- b** **a** i & ii **b** i & iii **c** ii & iii **d** i, ii & iii
60. In Excel Menu bar has —. (Application)
- i. edit
ii. open
iii. view
- Which one of the following is correct?
- b** **a** i & ii **b** i & iii **c** ii & iii **d** i, ii & iii
- Read the worksheet below and answer the questions no. 61 and 62 :
- | | CA | CB | CC | CD | CE |
|----|--------|------|-----|-------|-------|
| 8 | Name | Bang | Eng | Maths | Total |
| 9 | Shimul | 67 | 71 | 84 | |
| 10 | Sadia | 70 | 69 | 83 | |
- [DB '19]
61. According to the worksheet, which one is correct cell address for the digit '84'? (Higher ability)
- c** **a** 9CD **b** 10 CD
c CD 9 **d** CD 10
62. The formula of calculating the total number of Sadia is— (Application)
- i. = CB10 + CC10 + CD10
ii. sum (CB10 : CD10)
iii. = sum (CB10: CD10)
- Which one is correct?
- b** **a** i & ii **b** i & iii **c** ii & iii **d** i, ii & iii

63. What is the correct formula to add 50% of D2 cell with D1? (Higher ability) [JIP '11]
[Rajuk Uttara Model College, Dhaka]
- a** =D1+D1*D2/50 **b** =D1+D2*0.5
b **c** =D1+D1*0.5 **d** =D2+D1*0.5
64. How many cells are there in the range A3:C4? (Comprehensive) [Rajuk Uttara Model College, Dhaka]
- a** 4 **b** 6
b **c** 8 **d** 10
65. What is called the title of the work book at the top of Excel Window? (Knowledge)
- [Ideal School and College, Dhaka]
- a** Menu bar **b** Title bar
b **c** Window bar **d** Quick access toolbar
66. What is the cell address of Row no. 16 of column D of a spreadsheet? (Comprehensive) [Ideal School and College, Dhaka]
- a** D-16 **b** 16 D
c **c** D 16 **d** 16-D
67. Which two keys are needed to open a new work sheet? (Comprehensive)
- [Ideal School and College, Dhaka]
- a** Ctrl+V **b** Ctrl+N
b **c** Ctrl+C **d** Ctrl+P
68. Where are the most used buttons found? (Comprehensive) [Vigrunnesa Noon School and College, Dhaka]
- a** Title bar **b** Quick Access Toolbar
b **c** Sheet Tab **d** Status bar
69. Spreadsheet formula is —. (Comprehensive)
- [Vigrunnesa Noon School and College, Dhaka]
- a** SUM **b** = A1 + B1
a **c** SUB **d** Avg
70. In MS Excel, which tab should be clicked to draw a bar diagram? (Comprehensive)
- [Vigrunnesa Noon School and College, Dhaka]
- a** Home **b** Bar
c **c** Insert **d** Page layout
- Look at the following spreadsheet and answer the questions 71 and 72 :
- | | A | B | C | D |
|---|--------|--------|---------|-------|
| 1 | | | | |
| 2 | Name | Bangla | English | Total |
| 3 | Nabila | 85 | 95 | |
- [Vigrunnesa Noon School and College, Dhaka]
71. What is the cell address of number '95'. (Comprehensive)
- a** C **b** C3
b **c** 3C **d** 3
72. What is the formula to add the - marks of Bangla and English? (Higher ability)
- a** 85 + 95 **b** = B2 + C2
d **c** = Sum (B2:C2) **d** = B3+C3



**Short Q/A****Designed as per topic****► Spreadsheet**

► Textbook Page 52

Question 1. Explain the evolution of human calculation technology.

Ans: Humans have been keeping accounts since the dawn of time, using symbols on stones or the bark of trees. This led to the invention of the abacus. Fifty years ago, paper and ink were the primary means of keeping accounts. The calculator provided some ease in calculations, but complex and lengthy calculations persisted. The invention of the computer solved these problems.

Question 2. Discuss why working in a spreadsheet program is more convenient than using a calculator.

Ans. Spreadsheet programs offer advantages over calculators. They allow for the storage and analysis of daily accounts, which is not possible with calculators. Spreadsheets enable report creation and handle large amounts of data, unlike calculators. They also offer data storage and visually appealing data presentation through charts and graphs.

Question 3. What is a spreadsheet? Give examples.

Ans. The dictionary definition of a spreadsheet is a large sheet of paper. The software used to store and process vast accounts of large organizations is a spreadsheet. It's an electronic table used for organizing, analyzing, and calculating data. It is divided into rows and columns, with each cell holding specific data. Examples of spreadsheet software include Microsoft Excel, Open Office Calc, and KSpread.

Question 4. What is the first spreadsheet software and who invented it?

Ans. The first spreadsheet software is Visicalc, which was invented by Apple in the late 70s. It was designed to simplify business data management. Later, advanced spreadsheet software like Microsoft Excel, Open Office Calc, and KSpread were introduced.

Question 5. Why has the use of spreadsheets become popular?

Ans. The use of spreadsheets has become popular because it allows for easy organization and analysis of data. It enables quick and accurate calculations. The software's formula support automates calculations. Additionally, spreadsheets can create various charts and graphs for easier data presentation.

Question 6. Write two practical uses of Microsoft Excel.

Ans. Microsoft Excel is a spreadsheet program. It is an Excel program invented by Microsoft. It simplifies mathematical calculations. Two practical uses of Microsoft Excel include:

- Keeping accounts of daily activities.
- Preparing salary accounts.

Question 7. Explain the use of spreadsheets in educational institutions.

Ans. Spreadsheets are widely used in educational institutions. They are used for creating student marksheets, analyzing exam results, keeping attendance records, preparing budgets, and analyzing various statistical data.

Question 8. Write the areas of application of spreadsheets.

Ans. A spreadsheet program is a type of application computer program. Spreadsheets simplify data processing. Some application areas of Microsoft Excel are :

- Keeping accounts of daily activities and analysis.
- Creating annual account calendars.
- Completing data storage and management tasks.
- Formulating annual reports and budgets.
- Analyzing various accounting aspects in banking management.

Preparing income tax and other accounts.

Question 9. Explain the use of spreadsheets in business organizations.

Ans. The use of spreadsheets in business organizations is crucial. They are used for preparing employee salary lists, creating budgets, analyzing sales, managing stock, generating financial reports, and conducting other economic analyses. Additionally, spreadsheets are used for business planning, database creation, and various report preparation.

Question 10. What are the advantages of using spreadsheet software?

Ans. Spreadsheet software offers numerous advantages. It enables fast and accurate processing of vast amounts of data. It supports automatic formulas, eliminating the need for repeated calculations. Additionally, it allows for creating graphs and charts for visual data presentation and simplifies address and email management.

► The Technique of Using Spreadsheet Software

► Textbook Page 54

Question 11. Write the features of Microsoft Excel.

Ans. Microsoft Excel is a powerful spreadsheet program used for organizing, analyzing, and calculating data. Its key features include: organizing data in tables, performing calculations using various formulas, creating charts and graphs, filtering and sorting data, and analyzing complex data using tables.

Question 12. How do you open a new worksheet in Microsoft Excel?

Ans. There are multiple ways to open a new worksheet in Microsoft Excel. First, click the Office button and then click the New option to create a new worksheet. Alternatively, you can use the shortcut key combination Ctrl+N to open a new worksheet.

Question 13. What tasks can be performed using the Office button in Microsoft Excel?

Ans. The Office button in Microsoft Excel is the central control panel for this application. By clicking this button, you can open a new worksheet, open an existing worksheet, save a workbook, print, and perform many other tasks. Clicking the Office button opens a dropdown menu where you can select any of the tasks mentioned above.

Question 14. Write the differences between a spreadsheet and a worksheet.

Ans. The differences between a spreadsheet and a worksheet are as follows:

Spreadsheet	Worksheet
The screen that appears when you first launch the Excel program is the spreadsheet.	The part of the Excel program's vast page where you work is the worksheet.
A spreadsheet contains multiple worksheets.	A worksheet is a part of a spreadsheet.
Typically, a spreadsheet has three worksheets by default.	The number of worksheets can be increased as needed.

Question 15. Describe the features of the Microsoft Excel 2007 window.

Ans. The features of the Microsoft Excel 2007 window are discussed below:

- **Title Bar:** The title of the workbook is written at the very top of the Excel window. This is called the Title Bar.
- **Office Button:** The button at the top left corner of the Excel window is the Office Button.
- **Ribbon:** In Microsoft Excel, various commands are arranged in clusters. Together, these are called the Ribbon.
- **Formula Bar:** Its position is just below the Ribbon. The cell's position or cell reference is displayed here.
- **Sheet Tab:** The Sheet Tab shows the number of worksheets in a given workbook.

Question 16. Write the method for opening a new worksheet.

Ans. The method for opening a new worksheet is as follows:

1. After opening Microsoft Excel, click the Office button.

2. Click on the New option from the multiple options available.

3. This will open a new worksheet.

Alternatively, you can open a new worksheet by pressing Ctrl+N on the keyboard.

Question 17. Explain the Ribbon in Microsoft Excel.

Ans. In Microsoft Excel, various commands are arranged in clusters. Together, these are called the Ribbon. It allows users to easily find and execute various tasks. Each tab contains specific tools for different tasks. For example, the Home tab has font, description, and cell formatting tools, while the Insert tab has tools for adding charts, tables, etc. The Ribbon helps users complete tasks in less time.

Question 18. Explain how to identify cells in a worksheet.

Ans. In a spreadsheet, the worksheet's grid is in the form of columns and rows. Each column is labeled with an English letter, and each row is labeled with a number. This gives each cell in the grid a specific address or reference. For example, E10 refers to the cell located at the intersection of column E and row number 10.

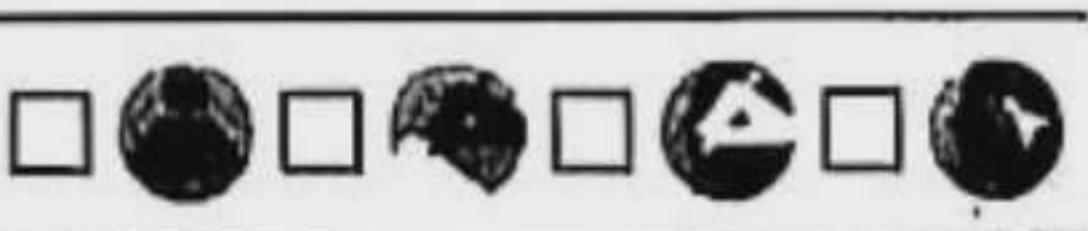
Question 19. How can different cells be accessed in a worksheet?

Ans. We can use the arrow keys on the keyboard to move the cursor to any cell in the worksheet. Additionally, pressing Tab or Enter moves the cursor to the right or down. The cursor can also be moved to any cell by clicking the mouse.

Question 20. What is the difference between formulas and functions used in spreadsheets?

Ans. The differences between formulas and functions used in spreadsheets are as follows:

Formula	Function
The formula is used to solve mathematical problems in the address bar of different cells in a worksheet.	A function is an abbreviated form or word abbreviation of a formula.
Formulas cannot be written in shortened form.	Functions can be written in shortened form.
Addition and subtraction can be done in the same cell using formulas.	Addition and subtraction cannot be done in the same cell using functions.

**Solutions to Textual Activities****Along with textual reference**

Activity 01 Khokon scored 70 in Bangla first paper, 40 in the second paper, 70 in English first paper, 30 in second paper and 45 in Information and Communication Technology. Type this information by using spreadsheet software.

► Textbook Page 58

Type of Activity: Group Activity

Objective of the Activity: To learn about the use of spreadsheet software.

Solution: To type the information using spreadsheet software, the following steps need to be followed :



- First, the Excel software has to be started by going to All Programs → Microsoft Office → Microsoft Excel.
- Next, a worksheet has to be opened by clicking the Office → New button.
- The cell at A1 has to be clicked on to place the cursor line in the cell. Then, after writing Bengali 1st Paper, you have to go to the next cell A2.
- To get the Bengali font, you have to go to the font option and select a Bengali font, such as Sutonnyll.
- Next, Bengali 2nd Paper, English 1st Paper, English 2nd Paper, and Information and Communication Technology have to be typed in

A2, A3, A4, and A5, respectively. Data entry will definitely be from the keyboard. Data will be entered in the worksheet by typing letters or numbers from the keyboard and pressing Enter.

- Next, the B1 cell has to be selected and 70 has to be typed. Then, 40, 70, 30, and 45 have to be typed and data entered in B2, B3, B4, and B5, respectively.
- In this case, the two pieces of writing, Exam Subject and Number, can be typed in the A1 and B1 cells, respectively, and the subject names can be written from cell A2 to A6, and the numbers from B2 to B6.

By following the above process, Khokon will be able to type the results of the seventh-grade exam using spreadsheet software.



Let's learn for School-based Assessment

Question 1. What is Spreadsheet Program? Describe the way of calculate the addition in worksheet.

[CB '18]

Ans. Spreadsheet is a kind of computer programme. It is sometimes called 'workbook'. As a register book has numerous pages, so a workbook has numerous worksheets. A worksheet has many rows and columns. In a worksheet of the spreadsheet programme, data entry of all kinds is possible. So, an enormous volume of data can be edited, calculated and analyzed and effective report can be prepared. Sum is done in two ways : automatically and manually. For both the calculations, taking the cursor in the cell of result, click Σ AutoSum. For manual summation, write = sign and formula in the result cell.

Question 2. What is Ribbon? Discuss about the process of creating chart-graph in MS Excel.

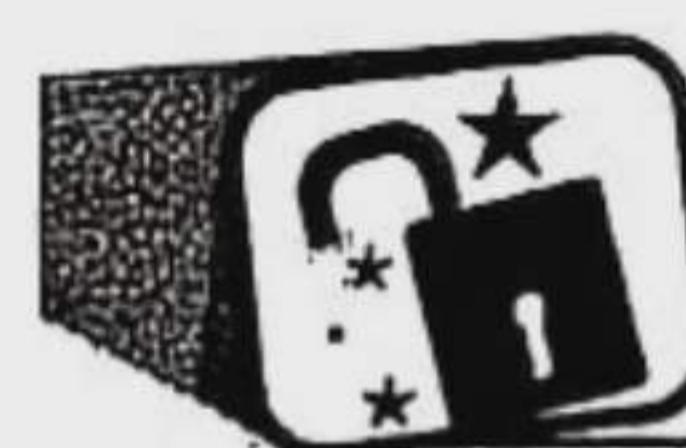
[Rajuk Uttara Model College, Dhaka]

Ans. Different commands are arranged in clusters in Microsoft Excel. Together these are called

'Ribbon'. These commands are arranged with icons under every menu.

Following steps are to be followed to create chart-graph in MS excel —

- Select the data for which the chart to be created.
- Click "Insert > Recommended chart".
- On the "Recommended charts" tab, scroll through the list of charts that excel recommend for your data, and click any chart to see how your data will look. If you don't see a chart you like, click all charts to see all the available chart types.
- When you find the chart you like, click it > OK.
- Use the chart elements, chart styles and chart filters buttons, next to the upper-right corner of the chart, or change the data that is shown in the chart.
- To access additional design and formatting features click anywhere in the chart to add the "Chart Tools" to the ribbon and then click the options you want on the "Design" and "Format" tabs.



Super Suggestions



Super Suggestions with 100% preparatory questions selected by the Master Trainer Panel

Dear learners, important multiple choice and short questions of this chapter selected by Master Trainer Panel for Half-Yearly and Annual Exams are presented below. Learn the answers to the mentioned questions well to ensure 100% preparation.

Question Pattern	7★	5★
MCQs with Answers	Learn each MCQs in this chapter thoroughly.	
Short Q/A	1, 6, 10, 16	3, 6, 12, 17

Exclusive Tips ► Master the solutions to all the activities in this chapter along with exercise and other Q/A to develop the creative thinking and assess your talent.



Assessment & Evaluation



**A question bank presented in the form
of a class test to assess the preparation**



Class Test

Information & Communication Technology

Marks : 25

Class : Eight

Multiple Choice Questions (Each question carries 1 mark)

$$1 \times 15 = 15$$

[N.B. : Answer all the questions. Each question carries one mark. Block fully, with a ball-point pen, the circle of the letter that stands for the correct/best answer in the "Answer Sheet" for Multiple Choice Question Type Examination.]

1. What does it indicate with '1,2,3,.....' in Microsoft Excel?
Ⓐ Cell Ⓑ Row
Ⓒ Column Ⓒ Information

2. Using spreadsheet we can –
i. Data editing
ii. Data analysis
iii. Report generation
Which one is correct?
Ⓐ i & ii Ⓑ i & iii Ⓒ ii & iii Ⓓ i, ii & iii

3. What is the name of spreadsheet made by Apple Company?
Ⓐ MS-Excel Ⓑ Kspread
Ⓒ VisiCalc Ⓒ Open office calc

4. What is the alternate name of 'MS Excel'?
Ⓐ Spreed program Ⓑ Spread shit
Ⓒ Spread sheet Ⓒ Speed sheet

5. Which program is called 'work book'?
Ⓐ Facebook Ⓑ Database
Ⓒ Multimedia Ⓒ Spreadsheet

6. What is the meaning of A.B.C.....?
Ⓐ Row Ⓑ Column
Ⓒ Cell Ⓒ Information

7. What is called the cells which comes down from top to bottom?
Ⓐ Cell Ⓑ Row
Ⓒ Column Ⓒ Rage

8. In a worksheet, what are the small Squares called?
Ⓐ Calumn Ⓑ Row
Ⓒ Cell Range Ⓒ Cell

9. Which one is needed to draw bar diagram in Excel?
Ⓐ Chart Ⓑ Subject
Ⓒ Data Ⓒ Formula

10. What is the extention of Excel file?
Ⓐ .doc Ⓑ .docx
Ⓒ .xls Ⓒ .pptx

11. Which two keys are needed to open a new work sheet?
Ⓐ Ctrl+V Ⓑ Ctrl+N
Ⓒ Ctrl+C Ⓒ Ctrl+P

12. How many cells are there in the range A3:C4?
Ⓐ 4 Ⓑ 6
Ⓒ 8 Ⓒ 10

13. What is the cell address of Row no. 16 of column D of a spreadsheet?
Ⓐ D-16 Ⓑ 16 D
Ⓒ D 16 Ⓒ 16-D

14. What is the cell address of no. 10 row of spreadsheet E-column?
Ⓐ E-10 Ⓑ E 10
Ⓒ 10 E Ⓒ 10-E

15. By which below, cell range is meant?
Ⓐ A1 Ⓑ 10A
Ⓒ = A1 + B5 Ⓒ A1 : D1



Information & Communication Tech.

Short-Answer Question (Each question carries 2 marks)

Answer any 5 of the following questions :

$$2 \times 5 = 10$$

1. Explain the evolution of human calculation technology.
 2. What is a spreadsheet? Give examples.
 3. Why has the use of spreadsheets become popular?
 4. Explain the use of spreadsheets in educational institutions.
 5. Explain the use of spreadsheets in business organizations.
 6. Write the features of Microsoft Excel.
 7. What tasks can be performed using the Office button in Microsoft Excel?
 8. Describe the features of the Microsoft Excel 2007 window.



Answer Sheet ▶ Multiple Choice Questions

1	B	2	A	3	C	4	C	5	D	6	B	7	B	8	A
9	C	10	C	11	B	12	B	13	C	14	B	15	D		



Answering Reference ➤ Short-Answer Questions

- 1 ► See this Chapter, Ques. 01 | 3 ► See this Chapter, Ques. 05 | 5 ► See this Chapter, Ques. 09 | 7 ► See this Chapter, Ques. 13
2 ► See this Chapter, Ques. 03 | 4 ► See this Chapter, Ques. 07 | 6 ► See this Chapter, Ques. 11 | 8 ► See this Chapter, Ques. 15