

Name: **Maureen A. Zafe** Semester/ School Year: **2<sup>nd</sup> semester/2023-2024**

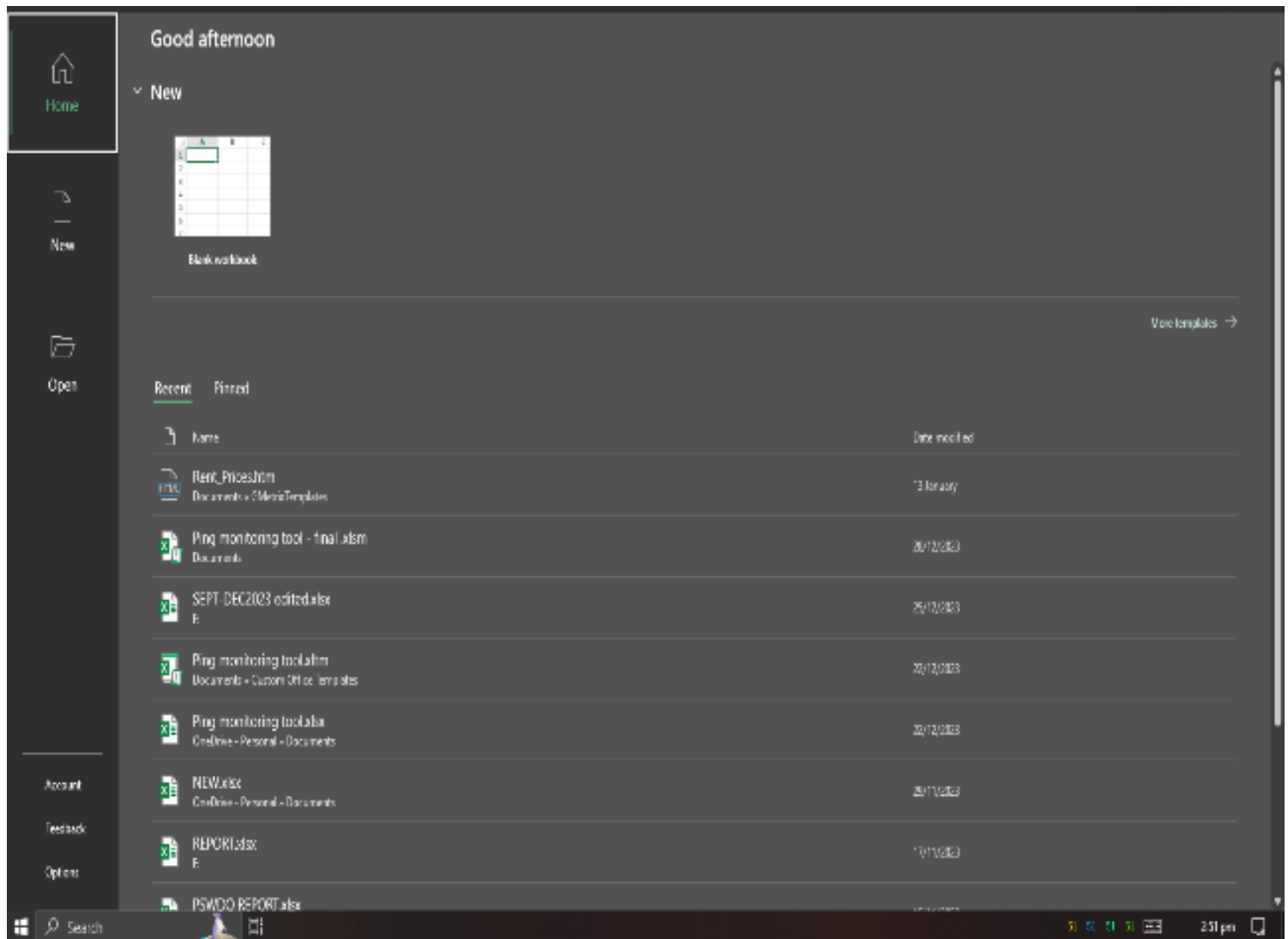
Course /Year/Block: **BSA-1B** Date: **April 25, 2024**

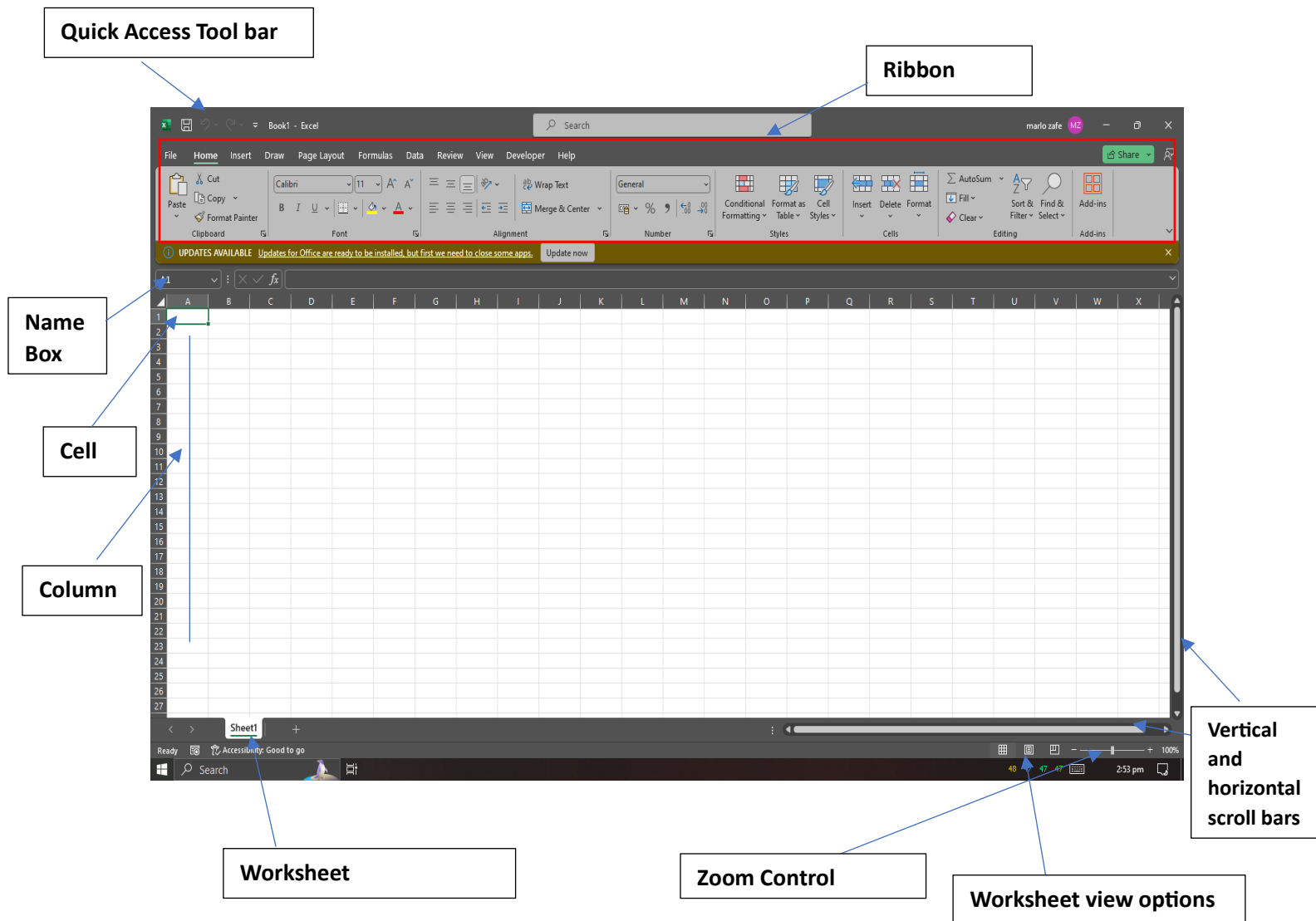
## I. Essay

**Direction: Answer each question below as briefly and concise as possible (1 paragraph maximum of 3 statements): Submit through Google Classroom.**

1. Draw Microsoft Excel interface and identify (label) the basic navigating, toolbar and interface functions of MS Excel application.

**Start Screen**





## 2. What are the different worksheet views and what are their functions?

There are three different worksheet view options which serves distinct functions. These are the (1) **Normal view** which is the default view for all worksheets in Excel, (2) **Page Layout view** displays how your worksheets will appear when printed and enable users to add headers and footers in this view and (3) **Page Break view** allows you to change the location of page breaks, which is important when printing a lot of data from Excel. These various view options are essential in effective and efficient use of the software.

## 3. What is a workbook and what is the use of workbook in a spreadsheet program?

Workbooks are the files that can be created through the use of Excel. It contains multiple cells that create rows and columns, which are useful in recording numerical and non-numerical data. Workbook in a spreadsheet program allows users to present data and information in a comprehensive manner, perform calculations through the use of formulas, and turn it into charts, graphs, or any other kind of visual representation that may contribute significantly in making valuable reports.

#### 4. What is the benefit of using formula in Excel Sheets?

One of the distinct characteristics of an Excel sheet is the ability to automatically process or calculate numerical information using the provided formulas. It serves an important function in determining the accuracy of information that can be derived from raw numerical information. A formula enables users to process their numerical data efficiently and easily while ensuring its accuracy and reliability.

#### 5. Explain pivot table and its uses

A pivot table is one of the valuable tools that can be found in Microsoft Excel. It is used in analyzing, sorting, and presenting information in a comprehensive structure or presentation. It is used in analyzing information through the use of tables, which contain accurate data that ensures the accuracy of the report or presentation. It also has a feature where you can sort and summarize your data so that it is concise and provides substantial analysis. And lastly, pivot tables are useful in presenting information because they ensure the understandability and reliability of the information being presented.