

Worksheet -2 Subject: - Computers Class: - V Teacher: - Mrs. Suudha Sharma
Name: _____ Class & Sec: _____ Roll No. _____ Date: __.11.2020

Lesson: 7 Introducing MS Office Excel

Worksheet 5: Answer in one word/sentence.

- Q. 1. What does a worksheet consist of?
Ans. Rows and columns.
- Q. 2. What is a workbook?
Ans. It is a file in MS Excel.
- Q. 3. How is a cell address formed?
Ans. By intersection of rows and columns.
- Q. 4. When does a cell become active?
Ans. When you click on it.
- Q. 5. Name tabs on the Ribbon of Excel screen.
Ans. Home, Insert, Page Layout, Formulas, Data, Review, View and Developer.
- Q. 6. What does (A1:A7) mean?
Ans. Range from A1 to A7.

Worksheet 6: Answer the following:

- Q. 1. Write about electronic spreadsheets.
Ans. Electronic spreadsheets are computer programs used to perform numeric calculations easily.
In an electronic spreadsheet people can insert formulae to work with the data. Only the data and the corresponding formula needs to be entered and the rest of the calculations will be done automatically.
- Q. 2. What is Microsoft Office Excel?
Ans. Microsoft Office Excel is an electronic spreadsheet that runs on a personal computer (PC). You can use it to organize data into rows and columns. It is used to perform mathematical calculations quickly.
- Q. 3. What do you understand by AutoSum?
Ans. The AutoSum option provides an easy and quick method to calculate the sum of selected range of data.
- Q. 4. What is Sorting?
Ans. Using the Sort option, data can be arranged in ascending or descending order.