

Microsoft Excel 2010

Fill in the Blank.

1. By default, a workbook contains **three** worksheets.
2. **Merge & Center** button places the contents in the centre of the cells across a number of columns/ rows.
3. **Formula** bar shows the data and formulas entered in an active cell.
4. A worksheet becomes active by clicking on the **Sheet** tab
5. Name box is present above the **column** heading.
6. The **Tab scrolling** buttons to the left of sheet tabs let you move through the worksheet quickly.
7. Pressing the **F12** key opens the Save as dialog box

Statement True or False:

1. Microsoft excel is the most suited program for documentation. **True**
2. A workbook can contain any number of worksheets according to a user's need. **True**
3. Letters A to Z , AA to AZ are the row heading. **True**
4. Status bar includes the name of the currently selected command or current activity. **True**
5. Data can't be entered in an active cell. **False**
6. Arrow buttons present on the worksheet tab allow the user to switch between worksheets. **True**

Multiple Choice Questions:

1. In Microsoft Excel, _____ button is used to perform addition of a ranges in a cell.
a. Sum b. **AutoSum** c. Addition [**B**]
2. By default the text data is _____ aligned in a cell.
a. **Left** Center c. Right [**A**]
3. In a worksheet there are rows.
a. 16384
b. 104850 c. **1048576** [**C**]
4. _____ box shows the address of an active cell
a. Cell b. **Name** c. Formula [**B**]
5. A formula starts with _____ sign.
a. **Equal to(=)** b. Plus(+)
c. Minus(-) [**A**]
6. We can enter.....type to data in a worksheet.
a. Two b. **Three** c. Four [**B**]

Application based Question:-

1. The Class teacher has asked Pallavi to create a worksheet displaying the time table of the class. She has also asked he to save it with the name of her choice e and further rename the worksheet by specifying the name " Time Table" Suggest her the method to rename the worksheet.

Answer:- Right Click on sheet1, and Rename

2. Rohit,s father has given him Rs. 500 for his pocket expense. He has asked him to maintain the expenses in an excel sheet and show it at the end of the month. Suggest him the method to calculated the total expensed and find the amount left with him.

Answer:- Auto sum

Answer the following:

1. What do you understand by Microsoft Excel?

Answer:- Microsoft excel is one of the Most Popular spreadsheet software. It is widely used to perform mathematical calculation.

2. Differentiate between a workbook and a worksheet.

Answer:-Workbook:- the excel window that appears on the screen is called a workbook.

Worksheet:- A worksheet is a grid like area made up of rows and columns where you can enter and work with data by default and excel workbook display 3 worksheet at the bottom, with the name Sheet1, Sheet2 and Sheet3 .

3. What is cell? How many characters can a cell contain?

Answer:- A cell is an intersection of a column and row in a worksheet. Each cell is denoted with a cell address. A cell can contain up to 32767 Characters.

4. What is a formula Bar? How is it different from the Name Box?

Answer:-Formula Bar:- the Formula bar is located to the right of the name box. This bar shows the data and formal as that you enter in an active cell.

Name Box:- Name box is located just above the column heading on the left side on the window. This area displays the location the cell pointer.

5. How many types of data can be entered in an excel sheet? Explain each type briefly.

Answer:- There are three type of entered in Microsoft excel sheet.

1. Number:- Numbers are values that consist of numerals from 0 to 9 and the characters like+,-,.,,!,@.\$.%.^,& etc are included in numeric data.
2. Text:- Text data can contain alphabets Numbers, spaces and special characters. Text data is not used in calculations.
3. Formulae :- A Formulae is a mathematical equation involving number values operator and cell addresses used for performing calculation on a worksheet. Formulae begin with and equal to (=) sign.
4. How can you rename a worksheet? Explain.

Answer:- Reaming a worksheet.

1. To rename a worksheet double click the sheet tab you want to rename. It will be highlighted.
2. Type a new name and press enter key.