Class - 7
Subject- Computer Science
Topic-An Introduction to Excel

Answer sheet:-

A) **Answer the following:-**

1. The first spreadsheet application for personal computer was called VisiCalc. It was developed by Dan Bricklin and Bob Frankston.

2. Electronic documents in which data is arranged in rows and columns of greed and can be manipulated aren't used in calculations.

3. In an Excel worksheet Rose Run horizontally and colour brand particle. The intersection of column and row is called a cell.

4. | **Row headings** | **Column headings** |
   |---|---|
   | Each row is identified by a number called row heading. Row headings appear along the left border of a worksheet. | each colour is identified by a letter called column heading. Which appears across the top border of a worksheet. |

5. Each cell in a worksheet has a unique address. This helps to differentiate between cells in a worksheet. A column heading followed by a row heading creates a cell address. Example B2, C5, D10 and G14.

6. When we click on a cell at thick black border appears along its boundary. This cell is now called an active cell. The highlight boundary of an active cell is called the cell pointer.

7. That still addresses for the first and the last cell in Microsoft Excel 2010 are A1 and XFD1048576 respectively.

8. The formula bar displays the contents of the active cell will stop we can also click in the formula bar to enter theta into an active cell.

9. The file tab is used to open new or existing worksheets. It is also used to save and print worksheets.

10. To go to a sell directly we can type its cell address in the name box.

11. By default there will be three worksheets in a workbook.

12. Enter key and type ki help us to enter data in a worksheet.

13. We can enter four types of data into an Excel worksheet: text, numbers, formulas and special characters.

14. We can also add the contents of two cells. For example we can type =A2 + B3 in cell C5 and press ENTER. Excel will add the contents of cells A2 and B3 and display the output in cell C5.

15.   To save an Excel workbook we have to give the extension. xlsx.

16.   The keyboard shortcut to create a new workbook is ctrl + n.

B) Write steps:-
1. Starting Microsoft Excel 2010
   Refer to page 42 and 43
2. Creating a new workbook
   Refer to page 46
3. To save a workbook
   Refer to page 49

C) Define the terms:-
Text- Text data can contain letters, numbers, spaces and special characters. Excel aligns text to the left of the cell.

Numbers- Numbers consists of numerals such as 0,1,2,3 and so on. Excel aligns numbers to the right of the cell.

Special characters- Special characters are symbols such as =, $, ^, @ and so on. These are aligned to the left of the cell.

Formulas- Excel performs mathematical operations such as addition, subtraction, multiplication, average and percentage. For this we need to use mathematical equations called formulas. Formula starts with an equals sign (=).

Exercise from the textbook:-

A. Tick (√) the correct answers:-
   1=c, 2=b, 3=c, 4=a

B. Fill in the blanks:-
   1. Row heading
   2. Ctrl + n
   3. Active cell
   4. Three
   5. Left

C. Match the columns:-
   1. Row headings- numbers
   2. Column headings-letters
   3. Cell address- both letters and numbers
   4. Active cell- cell pointer
   5. File tab- blank workbook

D. Give one word answer:-
   1. Workbook
   2. Cell address
   3. M29
   4. Right key
   5. (=)

-----The End-----