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

Synopsis:-

- We can use a spreadsheet to organise data and carry out calculations.
- An excel file is called a workbook. A workbook consists of worksheets.
- The name box displays the cell address of the active cell.
- The formula bar displays the contents of the active cell.
- Text data is aligned to the left of the cell. Number Kita is aligned to the right of the cell.
- We can change the data in a worksheet.
- We can use Excel to add subtract multiply and divide. Excel follows the board mass rule.
- A workbook is saved with the extension .xlsx.

Worksheet:-

A) Answer the followings:-
1. What is difficult? Who developed it?
2. What is spreadsheet?
3. Define Rows, Columns and cells.
4. Write the main difference between row headings and column headings.
5. What is cell address?
6. What is an active cell and cell pointer?
7. Name the first and last cell address in MS Excel.
8. What does a formula bar display?
9. What is the use for file tab?
10. What should we do to go to a cell directly?
11. By default how many worksheets are there in a workbook?
12. Name two keys help us to enter data in a worksheet.
13. Name the types of letters we can enter into an Excel worksheet.
14. What should we do to add the contents of two cells?
15. What is the extension to save an Excel workbook?
16. What is the shortcut key to create a new workbook?

B. **Write steps:-**

1. Starting Microsoft Excel 2010.

2. Creating a new workbook.

3. To save a workbook.

C. **Define the terms:-**

Text, numbers, special character, and formulas.

Exercise from the textbook:-

A, B, C, D

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