

Class : VIII

Subject : Computer Science

Chapter : Working in Microsoft Excel (Ch 2)

ANSWER KEY:

1.) A workbook is a collection of worksheets.

A worksheet is a collection of cells organised in the form of rows and columns.

2.) The steps to delete a worksheet are as follows:-

a) From the Sheet tab, right-click on the worksheet. A pop-up menu appears.

b) Click on the Delete option.

The selected worksheets gets deleted.

3.) Fill handle is a feature in MS Excel used to extend a formula into selected cells.

4.) A formula is an equation used to perform calculations in Excel. A formula starts with an equals sign (=).

The length of a formula cannot be more than 8192 characters.

5.) A cell address used in a formula is called a cell reference. A cell range in a formula is also called cell reference.

There are three type of cell references in formulas such as relative, absolute and mixed.

6.) The difference between relative and absolute cell referencing are as follows:-

a) A relative cell reference is a reference to a cell relative to the position of the formula, whereas, an absolute cell reference is a cell reference that always refers to a particular cell.

b) A formula with a relative cell reference changes as it is copied from one cell to another, whereas, a formula with an absolute cell reference does not change when the formula is copied.

7.) To create an absolute cell reference, type a dollar sign (\$) before the column heading and before the row heading.

For example, \$B\$3.

8.) An error indicates that there is something wrong with the way the formula was entered. Some of the common errors in MS Excel are as follows:

a) #DIV/0! (division by zero is not possible).

b) ##### (column is not wide enough for the value).

c) #VALUE! (Excel doesn't recognise the value).

d) #REF! (invalid cell reference in the formula).