

Welland Gouldsmith Schools

Class: VII

Subject: Computers

Chapter: Malicious Software

Answer Key

1. Fill in the blanks:

- a. spreadsheet
- b. workbook
- c. thick black
- d. cell address
- e. file
- f. three (3)
- g. file.
- h. .xlsx
- i. BODMAS

2. Give one word for the following:

- a. cell
- b. Active cell
- c. workbook
- d. D15
- e. equal (=)

3. State whether the following statements are True or false. Rewrite the false statements correctly:

- a. **False.** It is called cell pointer.
- b. **True.**
- c. **False.** F30 is the cell address
- d. **False.** Text is aligned to the left of the cell.

e. **False.** Number data is aligned to the right of the cell.

4. Match the columns:

A	B
Number data	Consists of numerals like 0, 1, 2, 3 and so on
Cell address	G10
Row heading	Contains numbers
Column heading	Contains letters
Special characters	\$
Formula bar	Displays the contents of the active cell
Name box	Displays the cell address of an active cell
File tab	To open new or existing worksheets
Black border	Active cell
Tab key	To move to adjacent cell

5. Answer the following questions:

- a. You can enter three types of data into an Excel worksheet, text, numbers and formulas:
- i) **Text:** Text data can contain letters, numbers, spaces and special characters. Excel aligns text to the left of the cell.
 - ii) **Numbers:** Numbers consist 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.
 - iii) **Formulas:** Excel performs mathematical operations such as addition, subtraction, multiplication, average and percentage mathematical equations called formulas.

b. To create a new workbook, follow these steps:

1. Click on the File tab.
2. Click on New from the list that opens.
3. Click on Blank workbook.
4. Click on the Create button

A blank workbook opens. By default, there will be three worksheets in the workbook. You can add more worksheets if you need to. You can select any worksheet with the help of the Sheet tabs

c. To enter data in a worksheet, follow these steps:

1. Click on the cell where the data is to be entered and start typing.
2. After you finish typing, press the ENTER key. You will move to the cell below the active cell.
3. To move to the adjacent cell, press the TAB key.

d. The differences between a workbook and a worksheet are:

WORKBOOK	WORKSHEET
1. It contains many worksheets.	1. It is a single sheet of a workbook.
2. You cannot add and change data in w workbook.	2. You can add and change data only in a worksheet.
3. You cannot add a workbook in another workbook.	3. You can add as many worksheets as you want in a single workbook.
4. A workbook holds the entire data.	4. A worksheet is a page in a workbook holding only specific data.

e. The two ways you can exit an Excel workbook are:

1. i) Click on the File tab.

ii) Under the File tab, click on the Exit option.

2. You can also exit the Excel window by clicking the Close button.

6. Give the cell addresses of the highlighted cells:

	A	B	C	D	E	F	G	H	I
1				D1					
2		B2			E2		G2		I2
3			C3						
4	A4							H4	
5				D5					I5
6			C6				G6		
7	A7				E7				I7