Welland Gouldsmith Schools

Worksheet
Class: VII
Subject: Computers
Chapter: An Introduction to Excel

> You 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 data is aligned to the right of the cell. You can change the data in a worksheet. You can use Excel to add, subtract, multiply and divide. Excel follows the BODMAS rule. A workbook is saved with the extension .xlsx.

1. Fill in the blanks:

a. Microsoft Excel is an example of a _____ software.

b. A _____ consists of worksheets.

c. The active cell has a _____ outline.

d. The name box displays the _____ of an active cell.

e. You use the _____ tab to create a new workbook.

f. You can enter _____ types of data in a worksheet.

g. To save a workbook, you must click on the _____ tab.

h. An Excel workbook is saved with the extension _____.

i. While calculating, Excel follows the _____ rule.

2. Give one word for the following:

a. The intersection of a row and a column. cell

b. A thick black border appears along its boundary. Active cell

c. Another name of an Excel file. Workbook

d. The cell in column D and row 15. D15

e. The sign used before applying formula in Excel.

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

a. The highlighted boundary of active cell is called cell heading. False cell pointer.

b. Each row is identified by a row heading. True

c. F30 is a row number. False cell address

d. Text is aligned to the right of the cell. False left

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

4. **Match the columns:**

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

5. **Answer the following questions:**

a. What are the different types of data that you can enter into an Excel worksheet?

b. What are the steps to create a new workbook?

c. How can you enter data in a worksheet?

d. Give four differences between a workbook and a worksheet.

e. What are the two ways you can exit an Excel workbook?

6. Give the cell addresses of the highlighted cells:

	A	B	C	D	E	F	G	H	I
1				vi)					
2		iii)			viii)		x)		xiii)
3			iv)						
4	i)							xii)	
5				vii)					xiv)
6			v)				xi)		
7	ii)				ix)				xv)