Class 8

Chapter 6 Introduction to MS Excel

Fill in the Blanks

1. A Workbook is a c	collection of		
a.Cell	b. Rows	c. Columns	d. Worksheets
2.By default, each w	orksheet contains	worksheets.	
a. 2	b. <mark>3</mark>	c. 4	d. 5
3.A maximum of	rows are availabl	le in worksheet.	
a. 1048576	b. 16384	c. 984664	d. 36524
4. A maximum of	columns are availabl	e in worksheet.	
a. 83524	b. 16384	c. 10520	d. 65536
5. A cell is an interse	ection ofa	nd	
a. Rows, Columns	b. Row,Cell Address	c. Column, Formul	a Bar d. None of the above
6.——Cell is the	e cell in which we are c	currently working.	
a.Dead	b. Active	c. working	d. None of the above
7. Everyi	n Excel sheet has uniq	ue address.	
a.Cell	b. Row	c. Column	d. Worksheet

True / False

1. Excel can be used for mathematical calculations	True
2. The status bar appears are the top of the Excel Window.	False
3. When we enter a formula in a cell, it is displayed in the Formula bar.	True
4. The Ribbon is located near the bottom of the Excel Window	False
5. To open MS Excel, type Excel in search bar and press enter button from keyboard.	True

Short Answer type Questions :

- Q.1 What are various uses of MSExcel.
- Ans: 1.To perform mathematical calculations.
 - 2.To represent the data in the form of charts
 - 3.To make time-table.
 - 4.To prepare salaries of employees
 - 5.To prepare results of students.

Q2. List the parts of MS Excel Window.

Ans: Title Bar, Quick Access Bar, Ribbon, Tabs, Address bar, Formula Bar, Work Area, Status Bar, Scroll Bar.

Q3. Define Formula Bar.

Ans. Formula bar displays the contents of active cell. Cell entries are displayed on the right side of the formula bar.

Q4. What is Active Cell in MS Excel?

Ans: Active cell is a cell in which we are working currently. It appears as a dark rectangular box. Address of active cell can be seen in the name box of Excel window.

Q5. How to insert more worksheet in workbook of Excel?

Ans: Insert → New worksheet

Long Answer type Questions:

- Q1. Explain the Terminology used in MS Excel.
- Ans: Workbook: A workbook is a collection of many worksheets.

Worksheet: Worksheet contains rows and columns.

Row: Rows placed in a horizontal arrangements of a series of cells. Rows are labeled1,2,3 and so on.

Column: A column is a vertical arrangements of a series of cells. Columns are labelled A,B, C and so on.

Cell: A cell is an intersection of rows and columns.

Active cell: Active cell is a cell in which we are working currently.

Cell address: Each cell has a unique address.



Q2. How to wrap text in MS Excel ?

- Ans: 1. Type text in a cell.
 - 2. Press Enter.
 - 3. Return to first cell.
 - 4. Choose wrap text from home tab.

🕼 🖯 🏷 👌 🔘	÷					
FILE HOME INSER	T PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPE
Paste V Format Painter	Calibri • 11 B I <u>U</u> •	• A A •	==	*** E	Wrap Tex	Center -
Clipboard 🖙	Font	5		Alignmer	nt	5
A1	• : × 🗸	fx insert	t images ar	d pictures	delete bao	ground ima
A		с	D	E	F	G
Insert images and pictu bacground images	ires delete					
2						

Q3. Write about filling a range of cells in MS Excel.

- Ans: 1. Type text in a cell.
 - 2. Press fill handle with left mouse button and drag the mouse.
 - 3. This will copy the Text of first cell to all the cells of the selected range.

B2		* ± 🤇	×	f_X 4	
	А	В	С	D	E
1					
2		4			
3		4			
4		4			
5		4			
6		4			
7		4			
8					

Q4. Write about creating a series in MS Excel .

- Ans: 1. Type '1'in cell C2.
 - 2. Type '2'in cell C3.
 - 3. Select both of the cells and press fill handle with left mouse button
 - 4. This will create a series.

	teres in the same	a Laguist Promoter D	-	Basing - Marrison Annual - Annual -	urt false			
	and Faster B. J.	* [4. +] A' A' 8 * [10 +] A' A' Ford 7 1	The second secon	aji Tast Gener nge & Center - K -	See al 21 Cardelle Second	nai Fornat Crê li 19 - ki faine - Djeto - 16jou	Com	Son A Find &
4		в	С	D	E	F	G	н
1								
2			1					
3			2					
1			3					
5			4					
5			5					
7			6					
8			7	N				
9			8	13			The Real Property lies and the Party lies of the Party lies and the Pa	

Q5. How to save our file in MS Excel .

- Ans: 1. Click save from file menu..
 - 2. Type file name in the file name field.
 - 3. Click on save button.

Organize • New folder		ii • 6
Microsoft Excel Favorites Libraries Documents Munic Pictures Pictures Pictures Videos	*	Documents library Includes: 1 location Arrange by: Folder • Name
Computer		<
File name: 100.00		
Save as type: Text (Tab de	imited) (*.txt)
Authors:		Tags: Add a tag