

**Lesson 1****MS Excel (Part-1)****1. Fill in the blanks:**

1. An Excel Workbook consists of ..... .  
(a) **Worksheets** (b) Rows (c) Columns (d) Formulas
2. The actual value of a cell is displayed in ..... bar.  
(a) Title (b) Menu (c) **Formula** (d) None of these
3. .... Formatting applies one or more rules to any cells we want.  
(a) Formula (b) Function (c) **Conditional** (d) None of these
4. Format Command is available on ..... Tab.  
(a) **Home** (b) Insert (c) Data (d) Formulas
5. All Formulas must begin with an ..... sign.  
(a) Sigma (b) Plus (c) **Equal (=)** (d) None of these
6. A data in our worksheet can be arranged in an order using ..... .  
(a) Formula (b) Function (c) Filter (d) **Sorting**
7. Sort & Filter command is available on ..... Tab.  
(a) Home (b) Insert (c) Data (d) **Home & Data**

**2 Short Answer type Questions:****1. What is Formatting ?**

**Ans. Formatting:** Formatting is a procedure by which data appearance in excel can be changed. It does not effect the data placed in cells. It only changes the appearance of data. In excel format cells dialogue box option is used for formatting. **Ctrl+shift+f** is short cut keys to open format cells dialogue box.

**4. What is a cell reference?**

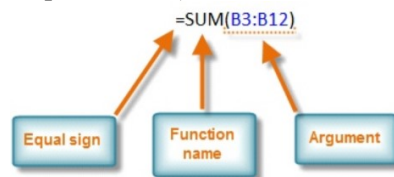
**Ans: Cell Reference:** Cell Reference is very important in Excel. In Excel, Cell Reference is termed to calculate important calculations by using a cell or a range of cells for a formula to calculate the result of the formula in a worksheet. We can use a cell reference for a single formula or for multiple formulas.

Types of Cell Reference : 1. Relative Reference. 2. Absolute Reference. 3. Mixed Reference.

**5. What are the parts of a Function ?**

**Ans:** A function is a predefined formula that performs calculations using specific values in a particular order. Each function has a specific order – called syntax – which must be followed in order for the function to work correctly. Sequence of a function can be learnt as follows :

1. First of all equal to (=) sign is written.
2. After this the function name is written (SUM, for example, if we want to add two numbers)
3. After this argument is written. (for example B3:B12)

**6. Define Sorting.**

**Ans: Sorting:** Sorting data in excel means arranging data in ascending or descending order. Sorting command is placed in Home & Data tabs. For increasing order we can use ascending and for decreasing order we can use descending to arrange data in excel.

**7. Define Filter.**

**Ans. Filter:** Filter is a tool in MS Excel that is used to get the information according to our requirement. When we need to find special information from a list, then we use Filter. Filters can be applied in different ways to improve the performance of our worksheet. We can filter text, dates, and numbers. We can even use more than one filter to further narrow our results.

### **3. Long Answer Type Questions :**

#### **3. What is a cell ? How can we insert a new cell in our current worksheet ?**

**Ans: Cell:** A cell is an intersection between row and column in worksheet. To insert new cell in an Excel worksheet, follow these steps :

1. Select the cells, rows, or columns where we want the new blank cells to appear.
2. Click the drop-down arrow attached to the Insert button in the Cells group of the Home tab.
3. Click Insert Cells on the drop-down menu and choose option as you want.

#### **4. What is a Formula ? Write down the steps to create a simple Formula in Excel.**

**Ans: Formula:** A **formula** is an expression which calculates the value of a cell. It must start with equal (=) sign. In formula cell reference or value of cell both can be used. In formula standard operators (+, -, \*, /, ^,) used for creating formula. To create a simple formula in Excel following steps:

1. Select the cell where the answer will appear (for example F3).
2. Type the equals sign (=).
3. Type the formula we want Excel to calculate (85+87 OR F1+F2, for example).
4. Press Enter. The formula will be calculated, and the value will be displayed in the cell.

#### **5. What is a Function ? Write down the steps to create a basic Function in Excel.**

**Ans: Functions:** Functions are predefined **formulas** and are already available in **Excel**. Each function has a specific order – called syntax – which must be followed in order for the function to work correctly. Function must start with equal (=) sign. To create a basic function in Excel following steps:

1. Select the cell where the answer will appear (J3, for example).
2. Type the equals sign (=), then enter the function name (SUM, for example).
3. Enter the cells for the argument inside the parentheses. (for example =SUM (J1,J2))
4. Press Enter, and the result will appear.