LESSON - 2

MS EXCEL PART-II

Fill in the blanks:

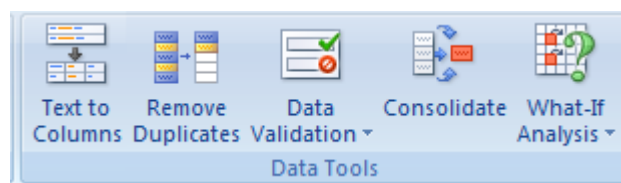1. **Chart Area** contains everything inside the chart window.
2. **Data Validation** feature allows us to set up certain rules.
3. We can **split** the worksheet window into separate panes.
4. By using **Freeze Panes** we can keep rows or columns visible while scrolling.
5. With the help of **chart**, data can be graphically presented.

Short Answer Type Questions

Question 1: What are Data Tools?

Answer: Microsoft Excel provides many tools to work with data. These are simple tools which make it easy to manipulate data. Some of them are used to save our time by extracting or joining data and others perform complex calculations on data. *Text to Columns*, *Data Validation*, *What-if Analysis* are some examples of Important data tools.
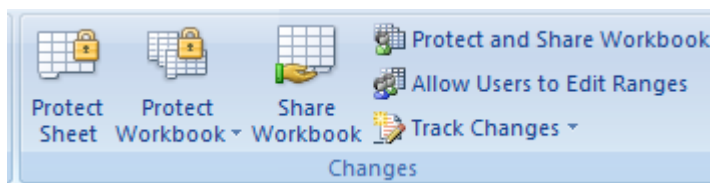
Question 2: Write down any five elements of charts in MS Excel.

Answer:
1. Chart Area	2. Axis	3. Gridlines
4. Data Series	5. Plot Area	6. Legend

Question 3: What is Protection?

Answer: Protection means to keep our stuff safe from misuse from an unauthorized person. In Excel we can protect our workbook/worksheet to secure our data. *Protect Sheet/Wrokbook* option is available under *Review* tab.

Question 4: What do you mean by Split?

Answer: In simple words Split means to break a large object into small parts so that the job is easy to do. In Excel we can split our worksheet that contains a large volume of data, so that we could compare it if necessary. Split option is available in *View* tab.

Question 5: What do you mean by Freeze in MS Excel?

Answer: Freeze means to make a thing stable or stop the movement. In Excel, Freeze means to stop the movement of a particular row or column while scrolling a spreadsheet. *Freeze Panes* option is available in *View* tab.
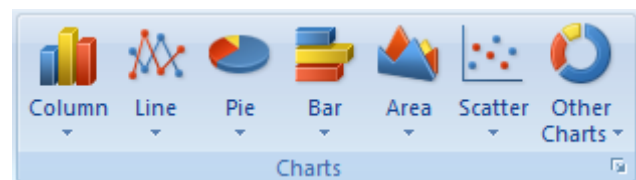
Long Answer Type Questions

Question 1: What is a Chart? Write down the steps to create a chart in MS Excel.

Answer: A chart is a tool in MS Excel that is used to communicate our data graphically. It is used to display our data in an effective way. There are many type of charts available in Excel.

Types of Chart:

1. Pie Chart
2. Column Chart
3. Line Chart
4. Bar Chart
5. Area Chart

Question 2: What is Data Validation? Explain with the help of an example.

Answer: In MS Excel, data validation is a powerful feature that is used to set up certain rules to dictate what can be entered into a cell. For example, we may want to limit data entry in a particular cell to whole numbers between 0 and 10. If the user makes an invalid entry, we can display a custom message.
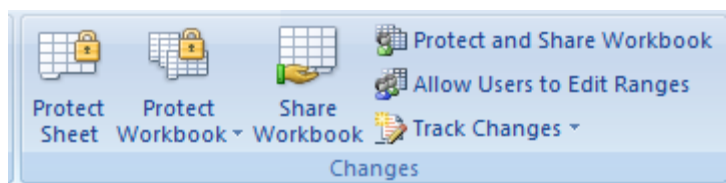
Step to create data validation

1. Select the cells, on which you want to apply *Data Validation* rules.

2. On the *Data* tab, click *Data Validation*.

3. In the *Data Validation* dialog box, go to *Settings* tab and set the validation criteria according to your needs.

4. After creating the rule, click on *OK*.

Question 3: What is Protection? Write down the steps to protect a worksheet.

Answer: Protection means to keep our stuff safe from misuse from an unauthorized person.

In Excel we can protect our workbook/worksheet to secure our data. *Protect Sheet/Wrokbook* option is available under *Review* tab.

Steps to protect the worksheet:

1. Right click on a worksheet tab

   Or

   Go to *Review* tab
2. Click on *Protect Sheet* option.
3. Enter a password
4. Click *OK*

Question 4: Write steps to hide a column in the worksheet?

Answer: If we want to save our data not being misused from an un-authorised person then Excel has an excellent feature to hide the selected rows, columns, and sheets.

Steps to hide a column in the worksheet:

1. Select the columns we want to hide.

2. On the *Home* tab, click on *Format* button in *Cells* group.

3. From the drop down menu, choose *Hide & Unhide* option and then click *Hide Columns*.

4. We will notice that selected columns have been hidden.