

Unit 5 (Spreadsheet)

Q1. What do you understand by spreadsheet?

Ans. A spreadsheet is an electronic document, very much like the way your parents maintain an expense sheet in a diary.

Q2. Write the name of famous spreadsheet software?

Ans. Some of the most popular spreadsheet software are:

- MS-Excel
- Open Office – Calc
- Google Documents

Q3. Explain the key components of MS Excel.

Ans. Some of the key components of a spreadsheet are:

- **Worksheet:** This is a grid of horizontal rows and vertical columns.
- **Workbook:** A workbook contains one or more worksheets. By default a workbook contain three worksheets, each named *Sheet1*, *Sheet2* and *Sheet3*.
- **Row:** A row is a horizontal arrangement of cells. The rows are named by numbers (1, 2, 3, 4,...).
- **Columns:** A column is a vertical arrangement of cells. The columns are named by alphabets (A, B, C,, Y, Z, AA, AB, AC,, AZ, BA, ...).
- **Cell:** A Cell is where the rows and columns intersect. A cell may contain text, number, date or a formula.
- **Cell Address:** A *cell address* in a spreadsheet identifies location of the cell. It is a combination of column name and row number of the cell, such as A2 or B16 etc.
- **Active Cell:** This is the cell on which the cursor is currently placed. It is outlined by a dark border
- **Formula Bar:** This is located below the Ribbon. It displays the contents of the active cell. It can also be used to enter and edit data.
- **Scroll Bar:** These helps to scroll through the content and body of the worksheet. There are two scroll bars – horizontal and vertical.

Q4. What is default name of a workbook?

Ans. Book1

Q5. Suppose cells A1, A2, A3 and A4 contain some value then perform the following.

- (i) Write the formula of addition & multiplication with the help of built in function
- (ii) Write the formula of addition and multiplication without the help of built in function

Ans. (i)	Addition	:	=SUM(A1:A4)
	Multiplication	:	=PRODUCT(A1:A4)
(ii)	Addition	:	=(A1+A2+A3+A4)
	Multiplication	:	=(A1*A2*A3*A4)

Q6. How can you add/remove the button from Quick Access Toolbar?

Ans.

By default, the Quick Access toolbar is equipped with three buttons: Save, Undo, and Redo. If you want to add more buttons or more options, you can right-click the Quick Access toolbar and click Customize Quick Access Toolbar. This would display the Excel Options dialog box

To add a button to the Quick Access toolbar, on the left list of Add, click an option and click Add. After making the selections, click OK.

To remove a button from the Quick Access toolbar, right-click it on the Quick Access toolbar and click Remove From Quick Access Toolbar.

Q7. Write the steps to insert currency symbol in a cell.

Ans.

- Select the Cell in which currency symbol is to be applied
- Right click the mouse. A short cut menu appears.
- Click on the option Format Cells. A *Format Cells* dialogue box appears.
- From the Category list provided, choose *Currency*.
- Now click on the down arrow on the Symbol box .Available currency symbols are displayed. Choose the desired symbol. This symbol will get displayed in the cell.

Q8. Write the steps to delete the row/column/cell in an existing spreadsheet

Ans.

1. Select the row / column / cell / cells that you want to delete.
2. On the *Home* tab, in the *Cells* group, click on the arrow next to *Delete*.
3. You will see the options.
4. Select *Delete Cells...* to delete selected cells.
5. Select *Delete Sheet Rows* to delete the selected row.
6. Select *Delete Sheet Columns* to delete the selected column.