

UNIT-4 EXERCISE

SESSION-1:

1. Automatic Calculation of formulas is one of the most powerful features of electronic spreadsheets.
2. Autosum is used for adding the values given in cells automatically without writing the formula.
3. AutoSum option is available in Editing group under the Home tab.
4. Autosum automatically selects the values around the cells either Horizontally or Vertically.

SESSION-2:

1. Conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it.
2. Conditional formatting is available under Styles group in Home tab.

Ques 1. List any five conditions/formats/items that can be used for conditional formatting.

Ans 1: 1.) Highlight Cells

2.) Top Bottom rules

3.) Data Bars

4.) Color Scales

5.) Icon Sets

SESSION-3:

1. When you freeze a row, Data remains constant.
2. Freeze Panes option is available under Window group in View tab.
3. The panes are formed where your Cursor is placed.

SESSION-4:

1. To insert a Vertical page break, select the row below where you want to insert the page break.
2. To insert a Horizontal page break, select the column to the right of where you want to insert the page break.
3. The Breaks option is available under Page Setup group in the Page Layout tab.

4. To return to Normal view after you finish working with the page breaks, you need to click Normal in the Workbook view group under the View tab.

SESSION-5:

1. Spread sheet software provides various page layout options for organizing pages using the Page Layout View.

2. Margins option is available under Page Setup group in the Page Layout tab.

3. Two types of page orientation are Portrait & Landscape.

SESSION-6:

1. Different types of views are available under Workbook View in the View tab.

2. The five types of views available are Normal, Page Layout, Page break preview, Custom view & Full Screen.

3. The Custom View helps you to view a selected area of a workbook.

SESSION-7:

1. Assigning names to cells in a worksheet help you to Quickly Locate specific cells.

2. The Define Name option is available under Define Names group in the Formulas tab.

SESSION-8:

1. A chart is a Graphical Representation of data, in which the data is represented by symbols, such as bars in a bar chart, Lines in a line chart, or slices in a pie chart.

2. The three tabs that are available after inserting the chart in the spreadsheet are Design , Layout & Format.

Ques1: List seven chart elements.

Ans1: 1. **Chart Area** of the Chart

2. **Plot Area** of the Chart

3. **Data Points** that are plotted in the chart

4. **Horizontal and Vertical Axis** in the chart

5. **Legend** of the chart

6. **Chart and Axis Title** used in the chart

7. **Data Label** for identifying details of data point in the chart

Ques2: List five chart types available in spreadsheet

Ans2: **Bar charts:** A bar chart (horizontal bars) emphasizes the comparison between items at a fixed period of time. This chart type also includes cylinder, cone, and pyramid subtypes.

Column charts: A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. This chart type also includes cylinder, cone, and pyramid subtypes

Line charts: A line chart shows the relationship of the changes in the data over a period of time.

Pie charts: Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.

Area charts: An area chart shows the relative importance of values over time.

SESSION-9:

1. Sort helps you arrange the selected data either in an Ascending or Descending order.
2. Using filter you can extract data based on Conditions.
3. Sort option is available in Sort & Filter group under the Data tab.
4. Filter option is available in Sort & Filter group under the Data tab.

SESSION-11:

1. Switch Windows option is available in Window group under the View tab.
2. Linking cells from different Worksheet / Spreadsheet helps you to summarize data from different sources.
3. Linking data helps you help to keep information Up to date without editing at multiple locations.

SESSION-12:

1. Share Workbook option is available in Changes group under the Review tab.
2. Shared workbooks don't allow Merging Cells, Conditional Formatting & inserting Pictures or Graphs.