

Class 7 Computer Chapter 5 notes:
Ch.1 Spreadsheet- an introduction

A. Fill in the blanks:-

1. 3
2. Merge & Center
3. Formula
4. Sheet
5. column
6. Tab scrolling
7. F12

B. State True or false:-

1. False
2. True
3. True
4. True
5. False
6. True

C. Application based questions:

1. Renaming worksheet
2. By addition and subtraction

D. Multiple choice questions:-

1. (b).Autosum
2. (a).Left
3. (c).1048576
4. (b).Name
5. (a).equal to
6. (b).three

E. Answer the following: -

1. Write down the features of Microsoft Excel.

Answer. The Features of Excel are: -

- i. Formulas can be used for performing simple and complex mathematical calculations.
- ii. Functions (in-built formula) can also be used for calculating percentage, interest average etc.
- iii. Formatting features to improve the appearance of data.
- iv. Data can be searched quickly required, replaced instantly.
- v. Quick data entry can be done in a large series of cells by using the autofill feature.
- vi. Data can be represented graphical form such as charts, which helps to understand, analyse and compare data in an effective manner.

2. Differentiate between a worksheet and a workbook.

Answer.

- i. A worksheet is a grid like area, of rows and columns, where you can enter and work with data whereas workbook is a collection of worksheets.
- ii. A workbook can contain worksheets according to the limit of memory available on a computer whereas a worksheet consists of 1048576 rows 16384 columns.

3. What is cell? How many characters can a cell contain?

Answer:- a cell is an interconnection of a column and row in a worksheet. Each cell is identified by its cell address. A cell can contain up to 32767 characters.

4. What is a formula bar? How is it different from the name box?

Answer:- the formula bar is located right of the name box. This bar shows the data and formula that we enter in an active cell.

Whereas name box is located just above the column heading on the left side of the window. Displays the location of the cell pointer.

5. Types of data can be entered in an Excel sheet? Explain each type briefly.

Answer: - we can enter three types of data in an Excel worksheet which are as follows:

Numbers

Text

Formula

Numbers are values that consist of numerals from 0 to 9 and the characters like +, -, @, \$, & etc. They can be used in calculations. By default, numbers are right aligned in a cell.

Text data can contain alphabet numbers spaces and special characters they are not used in calculations. By default is left aligned in a cell.

Formula is a mathematical equation involving number values of operators and cell addresses used to perform calculation on worksheet. Formula begins with an equal to sign.