Class VII

Computer

Chapter 4

A. Tick the correct answer.

1. ii
2. i
3. iv
4. iii
5. ii

B. True/ False

1. F
2. T
3. F
4. T
5. F

C. Matching

1. ii
2. i
3. iii
4. v
5. iv

D. Fill up

1. spreadsheet
2. .xlsx
3. Range
4. Ctrl+A
5. Ctrl

E. Very short

1. A1:D4
2. Entire worksheet will be selected
3. Creating custom list option

F. Short Answer type question

a. Use of MS Excel 2010

* Data entry and storage. At its most **basic** level, **Excel** is an excellent tool for both data entry and storage. ...
* Collection and Verification of Business Data. ...
* Administrative and managerial duties. ...
* Accounting and budgeting. ...
* Data Analysis. ...
* Reporting + Visualizations. ...

b. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

c. Instead of entering all your data manually, you can use the **AutoFill feature** to fill cells with data that follows a pattern or that **is** based on data in other cells. Essentially, Microsoft **Excel's AutoFill** lets you create spreadsheets more efficiently, allowing you to quickly fill cells with a series of data.

d. The **worksheet is** single page **spreadsheet** or page in **Excel**, where you can write, edit and manipulate data, whereas the collection **of** such **worksheets is** referred as a **workbook**. It **is** very similar to a single page (**worksheet**) and a complete book (**workbook**).

G. Application oriented

a. By inserting new row:

**Select a cell below where you wish to insert the new row.**

* Right-click and select "**Insert**" from the popup menu.
* When the **Insert** window appears, click on the "Entire **row**" selection and click on the OK button.
* A **new row** should now be **inserted** above your current position in the sheet.

b. same answer as answer (a)

**Select a cell below where you wish to insert the new row.**

* Right-click and select "**Insert**" from the popup menu.
* When the **Insert** window appears, click on the "Entire **row**" selection and click on the OK button.
* A **new row** should now be **inserted** above your current position in the sheet.