

Chapter – 6

Learn To Use MS Excel 2007

I – Think and tell-

- 1) What is a range of cells?

Ans – A group of neighboring cells that touch each other is called range of cells.

- 2) How do you select the entire worksheet with just a single click of mouse?

Ans – We select the entire worksheet in just one click of mouse by clicking at the cross section of row and column heading.

- 3) What are rows, columns and cells?

Ans – **Rows:-** The horizontal data in a table is called a row.

Columns:- The vertical data in a table is called a column.

Cell:- Each individual unit rectangle is called a cell.

II – Quiz-

- 1) Name the key used to cancel data entry.

Ans – Esc key is used to cancel data entry.

- 2) How many rows and columns are there in Ms Excel 2007 worksheet?

Ans – There are 1,048,576 rows and 16,384 columns in Ms Excel 2007 worksheet.

- 3) What is the default name of a workbook and a worksheet in Ms Excel 2007?

Ans – The default names of the workbook are Book 1, Book 2 and so on and the worksheet names are Sheet 1, Sheet 2 and so on.

III- Very short answer questions-

- 1) What is a worksheet?

Ans – A worksheet is defined as a large sheet which contains data and information arranged in rows and columns.

- 2) What is mean by formatting?

Ans – Formatting means to make a worksheet more attractive and readable.

- 3) What is the use of sheet tab?

Ans – Sheet tab is used to move from one sheet to another by clicking at its tab.

IV – Short answer questions.

- 1) Why do we use Ms Excel?

Ans – MS Excel is used to create spreadsheet in the computer. It is very easy to organise data in rows and columns. This allows data to be analyzed and interpreted easily.

- 2) How do you modify cell contents partially?

Ans – Steps to modify cell contents partially-

- 1) Select the cell.
- 2) Click at the Formula bar or press the F2 key.
- 3) Modify the cell contents and press the Enter key or click the Enter button.

V – Long answer questions.

- 1) Write the procedure to enter data in cell.

Ans – To enter data in a cell, select the cell in which data is to be entered, type the desired data and press the Enter key.

- 2) Write the procedure to apply border to a range of cells.

Ans – Steps to apply border to a range of cells.

- 1) Select the range of cells.
- 2) Click Home tab on the ribbon.
- 3) Click Borders from the Font group.
- 4) Choose the border style from the list.