

Chapter 7

INTRODUCTION TO MS EXCEL 2010

Q1.What do you mean by range of cells?

Ans: The area formed by the block of selected cells are called range of cells.

Q2. Define row, column and cell.

Ans: Row: A **row** runs horizontally across the worksheet.

Column : A **column** runs vertically in the worksheet.

Cell : The area formed by the intersection of a row and a column is called a **cell**.

Q3. How many rows and columns are in a worksheet?

Ans: There are 1,048,576 rows and 16,384 columns in a worksheet.

Q4. Define cell address.

Ans: Cell address is an alphanumeric value used to identify a specific cell in a spread sheet.

Eg: Cell A2 is the cell where column A intersects with row 2.

Q5. Define spreadsheet. What are its uses?

Ans: A spreadsheet consists of data and information organized in the form of rows and columns .They are commonly used to perform different kinds of calculations. They are also used in various fields like schools, business organizations etc.

Q6.Explain the components of MS Excel sheet.

Ans: The components of MS Excel sheet are

1. MS Excel button
2. Title bar
3. Quick Access tool bar
4. Ribbon
5. Cell
6. Name box
7. Formula box
8. Rows
9. Columns
- 10.Scroll bars
- 11.Sheet tab
- 12.Worksheet
- 13.Status bar

Q7.How will you save a workbook?

Ans: The steps to save a workbook are

- 1.Click the File tab
- 2.Click Save .The Save As dialog box appears on the screen.
- 3.Type the name of the file in the File name box.
- 4.Click Save button.

Q8. Write the steps to open a new workbook.

Ans: The steps are

1. Click the File tab. A list of option appears.
2. Click New option.
3. Click Blank workbook.
4. Click Create button.

Q9. What type of data can you put inside a cell?

Ans: We can put numbers, text and formulas inside a cell.

Q10. How will you open a saved workbook?

Ans: The steps are

1. Click the File tab
2. Click Open. The Open dialog box appears.
3. Choose the desired file.
4. Click Open button. The file gets opened on the screen.