



CLASS - V COMPUTER SCIENCE NOTES AUGUST

Chapter - 4 Introduction to Excel 2016

A. Tick () the correct option.

1. _____ are in-built in Excel.

(c) Videos

2. Which of these keyboard shortcuts will move the active cell one row up?

(b) Shift + Tab

3. Which of these is the Insert function button in Excel?

(c) *fx*

4. Identify the option that is not available in the Save as pane in Backstage views.

(b) This PC

B. Fill in the blanks using the given words.

1. Excel is an electronic **spreadsheet**.
2. The data in a series can be quickly filled in a row or column using **Autofill** feature.
3. The **Cancel** button is used to cancel the typing task.
4. The keyboard shortcut to save a workbook is **Ctrl + S**
5. **Name box** displays the content of the active cell.

C. Write 'T' for true and 'F' for false statements.

1. When we change something at one place, the entire spreadsheet is automatically recalculated. **T**
2. Clicking on the Insert button cancels the typing task. **F**
3. A cell can hold only text. **F**
4. Zoom control helps you to increase or decrease the zoom level of the worksheet. **T**
5. View bar is located on the lower left side on the status bar. **F**

D. Answer the following questions.

1. List the features of Excel 2016.

- Excel has built-in formulae and functions for calculations and data related work.
- All data can be easily formatted in charts and graphs with the click of a mouse.

2. Explain status bar and view bar.

Status Bar: It is present on lower left-hand part of the Excel window. It tells us about the name of the selected command or status information.

View Bar: It helps us to view the worksheets in different modes - Normal View, Page Layout View and Page Break Preview.

3. Explain at least five components of Excel 2016 window.

Title Bar: It shows the name of the current workbook and the name of the program.

Quick Access Toolbar: The Quick Access Toolbar contains some of the most frequently used commands like **Save**, **Undo** and **Redo**.

Ribbon: It contains different tabs. The tabs are divided into groups.

Scroll Bars: The **horizontal scroll bar** helps the user to navigate left or right in a worksheet. The **vertical scroll bar** helps in scrolling to the top or bottom of a worksheet.

Sheet Tabs: Sheet Tabs tell us about the number of worksheets in a workbook and the **Active Sheet**.

4. Explain labelling of rows and columns in Excel.

Rows, represented by horizontal divisions, traverse the spreadsheet from top to bottom, while columns, represented by vertical divisions, extend from left to right.

5. What is an active cell? Explain.

- The active cell is the selected cell in which data is entered when you begin typing. Only one cell is active at a time.
- Data can only be entered into the active cell.

E. Define the following.

1. Spreadsheet

A spreadsheet is a computer program that can capture, display and manipulate data arranged in rows and columns.

2. Worksheet

A **sheet** that is used in making preliminary plans, auxiliary computations, notes, or comments as a guide in doing some piece of work.

3. Workbook

A workbook is a file that contains one or more worksheets to help you organize data. You can create a new workbook from a blank workbook or a template.

4. Cell

A cell is a specific location within a spreadsheet and is defined by the intersection of a row and column.

5. Active cell

- An active cell refers to the currently selected cell in a spreadsheet or table. It is the cell where you can enter or modify data, perform calculations, or apply formatting.

F. Distinguish between.

1. Workbook and Worksheet

Workbook	Worksheet
A workbook is a collection of spreadsheets in a single file	A worksheet is a single spreadsheet
A workbook contains one or more worksheets.	A worksheet is always stored in a workbook.

2. Row and Column

Row	Column
A row in a table or spreadsheet is a horizontal line of data	A column in a chart, table, or spreadsheet is a vertical line of cells
Rows run from left to right	Columns run from top to bottom

3. Status bar and Formula bar

Status bar	Formula bar
Status bar shows an information being edited or a program running.	Formula bar can be used for entering the formulas in the selected cell or is used for editing the contents of the cell.
It is located at the bottom of a spread sheet.	It is located at the top of Spread sheet.

4. Cell and Active cell

Cell	Active cell
A cell is the intersection point of the row and columns	Active cell is where the cursor is pointed
Cells are often referenced by a letter and number combination.	It is recognized by its green outline