EVALUATE

A.   Multiple Choice Questions.

1.   By default, the text data is _____ aligned in a cell.

   (a) left ✔   (b) center   (c) right

2.   In a worksheet, there are _____ rows.

   (a) 16,384   (b) 1,04,850   (c) 10,48,576 ✔

3.   We can enter _____ types of data in a worksheet.

   (a) two   (b) three   (c) four ✔

4.   To delete a cell, click on the _____ button on the Cells group in the Home tab.

   (a) Delete ✔   (b) Remove   (c) Format

5.   Which area in an Excel window displays the address of the current cell?

   (a) Name box ✔   (b) Formula bar   (c) Status bar

B.   Fill in the blanks.

1.   A _Cell_ is a space where a column and a row intersect.

2.   _formula Bar_ displays the contents of the active cell.

3.   We can select an entire row by clicking on the row _Header_ .

4.   Making corrections in data is called _Editing_ .

5.   By default, a workbook contains _One_ worksheets.

C.   State True or False.

1.   A workbook can contain only three worksheets. _false_

2.   Letters A to Z, AA to AZ are the row headings. _false_

3.   Data cannot be entered in an active cell. _false_

4.   We can use the Copy/Paste options to move data. _false_

5.   Arrow keys allow the user to move around the spreadsheet. _True_

D.   Write one word for the following.

1.   It is the arrangement of cells in the horizontal direction. _Row_

2.   Formula begins with this sign. _Equal to_

3.   This key is used to move the cell pointer to next cell in a row. _Tab_

4.   It refers to duplicating the data either in the same worksheet or in a different worksheet. _Copying_

68   Computer 6

CLASS - VI - CHAPTER - ⑥

MICROSOFT EXCEL 2016

(1) what do you understand by ms-Excel?

Microsoft Excel is a spreadsheet software that is used for storing, organising and manipulating data in rows and columns.

(2) what is a formula Bar? How is it different from the name box?

NAME BOX :-
It is used to show the address of the current selection or active cell in the form of column and row headings.

FORMULA BAR :
It is a bar next to the Name box that displays the contents of the current or active cell.

(3) How many types of data can be entered in an Excel sheet? Explain each type briefly.

Types of data :-

NUMBERS :- it consist numerals value 0-9. it can be used in calculations. By default numbers are right aligned in a cell.

DATE and TIME : it accept date and Time formate value . By default it right aligned in a cell.

TEXT :- it contain alphabets , numbers spaces and special characters . By default, text data is left aligned in a cell.

(4) Distinguish between moving data and copying data !

copying refers to duplicating the data either in the same worksheet or in a different worksheet.

moving refers to changing the position of date either in the same worksheet or in a different worksheet.

(5) How can you insert a new row in a worksheet ? write the steps to do so.

Steps to insert a new row in a worksheet :-

(1) select the row which we want to insert a blank row.

(ii) click Home tab. In the cells group, click insert button.

(iii) select the insert sheet rows option.