

Class 7

Chapter 5

MS Excel: An Introduction

A. Tick (✓) the Correct Option

1. Which of the following represents the intersection of a row and a column?
Answer: (a) Cell
 2. How many worksheets does Excel provide by default?
Answer: (a) 1
 3. Which of these represents the horizontal section of a worksheet?
Answer: (c) Row
 4. Which key is used to enter the Edit mode?
Answer: (a) F2
 5. Which command allows you to reverse the last action?
Answer: (a) Undo
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B. Fill in the Blanks

(Hints: Active, Flash Fill, Cell, Ctrl, Copies)

1. Excel will copy the formula automatically whenever the user **copies** the cell.
 2. The cell surrounded by a dark coloured border is the **Active** cell.
 3. To select non-continuous cells, press and hold the **Ctrl** key while clicking on the cells.
 4. To change the row height, you can click on the Row Height option from the **Cell** Size list.
 5. **Flash Fill** is a smart tool that identifies the pattern in your data and fills the remaining series accordingly.
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C. Write T for True and F for False

1. Cell ranges are of two types, continuous and non-continuous.
Answer: True
 2. A formula always begins with an = sign.
Answer: True
 3. You can find the Clipboard button in the Copy group.
Answer: False
 4. Center alignment aligns the content of a cell in the center, vertically.
Answer: False
 5. Redo command lets you repeat an action.
Answer: True
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D. Answer the Following

1. Define Cell. What is a Cell Range? How will you select contiguous and non-contiguous cell ranges?

Answer:

A **cell** is the intersection of a row and a column in a worksheet. It is used to enter data.

A **cell range** is a group of two or more cells.

Selecting a contiguous cell range:

- Click the first cell.
- Hold the **Shift** key and click the last cell.
- Or drag the mouse over the required cells.

Selecting a non-contiguous cell range:

- Hold down the **Ctrl** key.
- Click each cell or range that you want to select.

2. What is a Formula? How do you write a formula in Excel? Explain with an example.

Answer:

A **formula** is an equation used to perform calculations in Excel. Every formula begins with an equal sign (=).

Steps to write a formula:

1. Select the cell where you want the result.
2. Type =.
3. Enter the formula.
4. Press **Enter**.

Example:

If cell **A1** = 25 and **B1** = 40

Type

=A1+B1

Press **Enter**.

The answer displayed will be 65.

3. What is Word Wrap in Excel? How is it different from Merge & Center?

Answer:

Word Wrap displays long text in multiple lines within the same cell without increasing the column width.

Merge & Center combines two or more selected cells into one large cell and places the text in the centre.

Difference

Word Wrap	Merge & Center
Displays text in multiple lines within one cell.	Combines two or more cells into one cell.
Does not merge cells.	Merges selected cells into one.

4. What is the default cell alignment in a spreadsheet? How can you change the alignment of a cell to Middle Center?

Answer:

By default:

- **Text** is aligned to the **left**.
- **Numbers** are aligned to the **right**.
- Both appear at the **bottom** of the cell.

To change alignment to **Middle Center**:

1. Select the cell.
2. Open the **Home** tab.
3. In the **Alignment** group, click **Middle Align**.
4. Click **Center**.

The text will appear in the middle of the cell.

5. Differentiate between the following.

(a) Workbook and Worksheet

Workbook

A workbook is a file containing one or more worksheets.

Default name is Book1.

Worksheet

A worksheet is a single spreadsheet inside a workbook.

Default name is Sheet1.

(b) AutoFill and Flash Fill

AutoFill

Automatically fills a series like numbers, days and months.

Uses the Fill Handle.

Flash Fill

Automatically fills data by recognising a pattern.

Uses Flash Fill command or Ctrl+E.

(c) Name Box and Formula Bar

Name Box

Displays the address of the active cell.

Located to the left of the Formula Bar.

Formula Bar

Displays and edits the contents or formula of the active cell.

Located beside the Name Box.

Myths & Facts

1. The Name Box shows the address of the current active cell.

Answer: Fact

2. A worksheet can contain multiple workbooks.

Answer: Myth

3. There are 17,000 rows in Excel.

Answer: Myth

4. To select an entire column, click on the column header.

Answer: Fact

Activity Answers

1. What type of data can you enter in Excel? Explain briefly.

Answer:

Excel supports four types of data:

- **Numbers:** Numeric values.
- **String (Text):** Letters, words and special characters.
- **Date and Time:** Date and time values.
- **Formula:** Mathematical expressions beginning with (=).

2. What is the difference between a Worksheet and a Workbook?

Answer:

A **Worksheet** is a single spreadsheet made up of rows and columns where data is entered.

A **Workbook** is an Excel file that contains one or more worksheets.

