



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department : Computer Science</b>	<b>Year :2022-2023</b>
<b>Handout(textbook exercises)</b>	<b>Topic: MS Excel -Creating Worksheet</b>	

## Define the following

1. Active cell : Active cell has a dark border around it where we enter data .
2. Formula bar : It is used to enter or edit formulas and perform calculations on your worksheet data.
3. Name box : The box in which cell reference of an active cell is displayed is the Name box.
4. Grid lines : The horizontal and vertical lines representing rows and columns on the worksheet are called gridlines.
5. Mouse pointer : Mouse pointer is a pointer which is displayed as a block plus sign, whenever it is located in a cell on the worksheet.

Differentiate between the following

### 1. Workbook and worksheet

A spreadsheet file is called workbook, which is like a notebook having many individual worksheets.

Excel allows us to organize data in rows and columns. The rows and columns are collectively called worksheet .

### 2. Row heading and Column heading

A row number on the left side of the grid called the row heading, identifies each row.

A worksheet is organized into a rectangular grid containing columns and rows. A column letter above the grid also called column heading, identifies each column.

### 3. Undo feature and Redo feature

Undo feature cancels the last feature you made to the worksheet. To reverse the results of undo feature, we will use Redo feature.

### 4. Moving data and Copying data

Moving data allows you to re-organize data in your worksheet. When you move data, the data disappears from its original location.

Copying data allows you to repeat data in your worksheet without having to retype the data. When you copy data, the data appears in both the original and the new locations.

## Answer the following Questions

### 1. What is Microsoft Excel?

Microsoft Excel is a powerful spreadsheet program that allows you to organize and maintain data, complete calculations and represent data in graphs.

### 2. When do we need to change the column width and row height?

If data displayed in cells is too broad to be completely viewed within the standard column width or row height, we need to change the column width and row height.

### 3. What is the default row height and column width in Excel?

Default column width of a cell : 8.43(measured in characters)

Default row height of a cell is 15.00(measured in points) .

#### 4. What is the use of a border?

Borders will separate the data from surrounding cells.

#### 5. What are the features of Excel?

Edit and Format data

Using formulas and functions

Print worksheets

Create charts and objects.

#### 6. Why do we need to do formatting in Excel?

Formatting displays the worksheet in an attractive and more legible outlook. You can make your worksheet more presentable by applying one or several formatting features like changing the font of data, font size of data, centering data across columns, Bold, Italic and Underline data etc.

#### 7. What is the use of alignment? Name the different alignment buttons.

Alignment is the way in which the data is settled within the boundary of a cell.

To align horizontally, we have Align Left, Center and Align Right buttons.

To align vertically, we have Top Align, Middle Align and Bottom Align Button.

#### 8. What is the use of adding conditional formatting?

Conditional formatting is a feature used to assign certain formatting, only when the value of the cell meets the specified condition.