

MICROSOFT EXCEL

1. Define MS Excel.

MS Excel is one of the most professional and advanced spreadsheet software and is used by a large number of people across the world. It allows us to store, organize, calculate and manipulate the available data in a tabular format consisting of rows and columns. It also provides inbuilt features and data analysis tools that make it easier to work with a large amount of data.

2. Write any five features of MS Excel.

The five features of MS Excel are as follows:

- Formatting Features are used for improving the appearance of data.
- The data is automatically recalculated in the whole worksheet if any change is made in a single cell.
- Fast searching and instant replacing of data.
- Entering data in series using automatic filling option.
- Data can be arranged either in ascending or descending order.

3. Name the types of spreadsheet software.

- (1) Microsoft Excel.
- (2) Apache Open Office Calc
- (3) Google Sheets (Part of Google Docs)
- (4) Libre Office calc

4. Write components of worksheet.

- (i) **Worksheet:** Worksheet is composed of a very large number of cells which are the basic storage unit for data in a file or worksheet. These cells are arranged in grid pattern using rows and columns.
- (ii) **Row Header:** Each row in Excel is represented by a specific number, which is present on the left hand side of a worksheet. This number is known as Row Header.
- (iii) **Column Header:** Alphabets across the top border of a worksheet represent column heading, starting with A to Z.
- (iv) **Cell:** A cell is an intersection of a column and a row in a worksheet, rectangular in shape. It is used to store data.
- (v) **Active cell:** Active cell is the cell whose border appears thick black-coloured border then you click on a cell. Data can be entered only in the active cell.
- (vi) **Range:** Range is a group of contiguous cells, which form the shape of rectangle.
- (vii) **Name Box:** The Name Box is located above the column heading on the left side of the window.
- (viii) **Formula Bar:** It is located to right of Name Box. This bar shows the characters and formulas that you enter in an active cell.
- (ix) **Sheet Tabs:** They appear at the bottom left of Excel Window, just above the status bar.
- (x) **Status Bar:** The status bar lies at the bottom of Excel Window. It displays important information about the spreadsheet in which you are working.

Microsoft Excel 20certification Sample Question

Sebastian Brünink



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Reviewing **Microsoft Excel 20certification Sample Question**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Microsoft Excel 20certification Sample Question**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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