

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.

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