

Unit 4: Spreadsheet (Intermediate)

Assignment Solutions

Multiple-Choice Questions (MCQs)

- Which of the following functions appears in a cell when you click the AutoSum option?
 - SUM
 - COUNT
 - MIN
 - MAX

Ans. a

- Which of the following tabs allows you to insert page breaks?
 - Home
 - Insert
 - Page Layout
 - Formulas

Ans. c

- Which of the following views allows you to save multiple views of a worksheet?
 - Normal
 - Page Layout
 - Page Break Preview
 - Custom View

Ans. d

- Which of the following charts is known as a star chart?
 - Radar chart
 - Surface chart
 - Doughnut chart
 - Bubble chart

Ans. a

- Which of the following charts displays a three-dimensional surface that joins a group of data points?
 - Area chart
 - Surface chart
 - Radar chart
 - Doughnut chart

Ans. b

Short Answer Questions-I

- What is the purpose of the 'A Date Occurring' option in Highlight Cells Rules conditional formatting?

Ans. The 'A Date Occurring' option highlights the cells whose date meets the specified date condition.

- Why the Freeze First Column option is used in Excel?

Ans. The Freeze First Column option allows you to freeze the first column while scrolling the rest of the worksheet.

- What is the purpose of the Page break feature?

Ans. Page breaks are used in Excel to split a worksheet into multiple pages for printing.

- What are margins in Excel?

Ans. Margins are often used to define the print area of a worksheet.

- What is the purpose of 'Custom Views' in Excel?

Ans. The 'Custom Views' allows you to save the particular settings for a worksheet, which includes height and width of cells, cell selections, headers and footers, page settings, page margin, etc. You can apply these settings to any worksheet when required.

Short Answer Questions-II

- Explain Highlight Cells Rules conditional formatting and its options.

Ans. The Highlight Cells Rules conditional formatting is used to highlight data based on a defined condition. The Highlight Cells Rules conditional formatting includes the following options:

- **Greater Than:** Highlights the cells whose value is greater than the specified value
- **Less Than:** Highlights the cells whose value is less than the specified value
- **Between:** Highlights the cells whose value occurs between the specified values
- **Equal To:** Highlights the cells whose value is equal to the specified value
- **Text that Contains:** Highlights the cells that contain textual data
- **A Date Occurring:** Highlights the cells whose date meets the specified date condition
- **Duplicate Values:** Highlights the values that are unique or occur multiple times in a worksheet

- Write the steps of using the AutoSum feature in Excel 2010.

Ans. Perform the following steps to use the AutoSum feature in Excel 2010:

- Open a workbook.
- Select the cell where you want to display the total of marks of each student.
- Click the AutoSum button under the Editing group of the Home tab. The SUM() function gets automatically entered with the range of cells containing numerical values.
- Press the Enter key. The sum of values gets automatically calculated and displayed in the cell.

- Write the steps of hiding a row in a table.

Ans. Perform the following steps to hide and unhide a row from a worksheet:

- Open a workbook.
- Select the row or rows that you want to hide in a worksheet.

3. Click the down arrow of the Format button under the Cells group in the Home tab. A drop-down list appears.
4. Select the Hide & Unhide option under the Visibility section in the drop-down list. Another drop-down list appears.
5. Select the Hide Rows option from the drop-down list. The selected row is hidden.

4. How rows are frozen in Excel?

Ans. Perform the following steps to freeze rows or columns in a worksheet:

1. Open a new or existing workbook.
2. Click the Freeze Panes button under the Window group in the View tab. A drop-down list appears.

Select the desired option from the drop-down list. In our case, we have selected the Freeze Panes option. The frozen row and columns appear in the worksheet.

5. What are the different types of views in Excel? Explain with suitable examples.

Ans. Microsoft Excel allows you to work with different types of views as per your requirement. You can choose any view to see your data on the worksheet. The different types of views in Excel are:

- **Normal:** It is the default view.
- **Page Layout:** It displays the content of a worksheet as it appears on a page after printing.
- **Page Break Preview:** It is used to break the worksheet into a number of pages from certain places during printing.
- **Custom Views:** It allows you to save particular settings for a worksheet which includes height and width of cells, cell selections, headers and footers, page settings, page margin, etc.
- **Full Screen:** It allows you to view the worksheet on full screen.

Long Answer Questions

1. Write the steps of saving 'Custom Views' of a table.

Ans. You can save a custom view by performing the following steps:

1. Open a workbook. Select the View tab.
2. Click the Custom Views button. The Custom Views dialog box appears.
3. Click the Add button. The Add View dialog box appears.
4. Enter the name for a custom view in the Name text box. For example, let's name it as NormalView.
5. Click the OK button.

You can save different views of the same worksheet by using the custom view. Perform the following steps to save another view of the worksheet:

1. Hide column B in the worksheet.
2. Select the View tab.
3. Click the Custom Views button in the Workbook Views group. The Custom Views dialog box appears.
4. Click the Add button in the dialog box. The Add View dialog box appears.
5. Enter the name for a custom view in the Name text box. For example, let's name it as PartialView.
6. Click the OK button.

2. How can you provide a name to a group of cells?

Ans. Perform the following steps to assign a name to a range of cells in a worksheet:

1. Open a new or existing workbook containing data.
2. Select the cell or cell range to which you want to assign a name.
3. Click the Define Name button under the Defined Names group in the Formulas tab.
The New Name dialog box appears.
4. Type the name for the range of cells in the Name text box.
5. Click the OK button.

The New Name dialog box gets closed and the name you assigned to the range appears in the Name Box located to the left of the Formula Bar.

3. Enlist the use of the different types of charts in Excel.

Ans. You can select a chart type depending on the data you want to represent as a chart. The different types of charts used in Excel are:

- **Column Chart:** Column charts display each data point (individual data values) as a vertical column, where the height of a column corresponds to the value represented by the column.
- **Bar Chart:** A bar chart depicts data in the form of horizontal bars. The length of the bars corresponds to the value of the data they represent.
- **Line Chart:** Line charts are used to plot continuous data in the form of lines.
- **Pie Chart:** A pie chart is used to show relative proportions or contributions to a whole, which is contributed by each value in a single data series. Pie charts are most effective while representing a small amount of data.
- **Area Chart:** It displays a series as a set of points connected by a line. Area charts help to draw attention to the total value across a given data.
- **Surface Chart:** A surface chart displays a three-dimensional surface that joins a group of data points. It is beneficial when you need to find the best combinations between the two groups of data.
- **Radar Chart:** A radar chart plots the values of each category along a separate axis that starts at the center of the chart and ends on the outer ring.
- **Doughnut Chart:** A doughnut chart is used to show the relationship of parts to a whole. A doughnut chart contains more than one data series.
- **XY (Scatter) Chart:** XY charts are used to show the relationship between the numeric values in two data series.
- **Bubble Chart:** A bubble chart displays bubbles instead of data points. You can use a bubble chart in place of an XY (Scatter) chart if your data has three data series, which contains a set of values.
- **Stock Chart:** A stock chart is used to show the fluctuation of stock prices. However, this chart may also be used to represent scientific data.