

UNIT 9: Spreadsheet (Basic)

Assignment Solutions

Multiple-Choice Questions (MCQs)

- There must be at least worksheet in a workbook.
 - One
 - two
 - three
 - Four

Ans. a

- Which of following types of data represents price, integer, fraction, or percentage?
 - Numeric data
 - Textual data
 - Date data
 - Time Data

Ans. a

- Which of the following operators is used to find the product of two numbers?
 - /
 - *
 - %
 - #

Ans. b

- The range of columns in the excel sheet is:
 - A to XFD
 - A to FXD
 - A to DXF
 - A to FDX

Ans. a

- Which of the following key combinations is used to minimize and maximize the Ribbon in Excel?
 - Ctrl + F1
 - Ctrl + F2
 - Ctrl + F3
 - Ctrl + F4

Ans. a

Very Short Answer Questions

- What is cell formatting?

Ans. It is the process by which you make changes in the appearance of the data in the cells of a worksheet according to your requirements.

- Define wrapping text.

Ans. It allows you to display the lengthy text in multiple lines in the cell, so that the text is clearly visible in the cell.

- What is number formatting?

Ans. It is the process of changing the appearance of numbers without changing their values.

- What is printing process?

Ans. It is a process that allows you to create a hard copy of a worksheet.

Short Answer Questions-I

- What types of tasks can be performed using the spreadsheet application?

Ans. Using MS Excel, we can perform various tasks such as creating a budget for a particular project, collating information about a project and using it for project planning or analyzing survey reports. Apart from this, using Microsoft Excel, you can create elaborate charts that summarize chunks of data in a concise and easily understandable format.

- How can you open a new workbook in your computer?

Ans. Use the following steps to open a new workbook in MS Excel:

- Select the File → New option on the left hand side of the backstage view.
- Double-click the Blank workbook template on the right hand side of the backstage view to open a new workbook.

- How can you save a new workbook in your computer?

Ans. For saving a Workbook in Excel 2010, you need to perform the following steps:

- Selecting the File → New option. The Save As dialog box appears.
- Choose the appropriate directory in your computer where you want to save the workbook.
- Enter the name in the File name textbox.
- Click the Save button.

- Write the steps of closing and quitting a workbook in Excel.

Ans. The following are the steps of closing and quitting a workbook in Excel:

- You can close a workbook by selecting the File>Close option. The workbook gets closed.
- After closing the workbook, you can quit from the Microsoft Excel 2010 application. You can quit the Microsoft Excel 2010 application by selecting the File → Exit option.

5. What are operators in Excel? Give an example of using operators in Excel.

Ans. Operators refer to the symbols used in formulas. You can use an operator to define a relationship between two or more cell references or values and perform an action based on the relationship. In the example, $=A1+B1$, A1 and B1 are two cell references and they are used with the + operator.

Short Answer Questions-II

1. Write the steps to change the height and width of a column.

Ans. The following are the steps to increase a column's width:

1. Open any workbook created earlier.
2. Position the cursor on the line between the columns A and B. The pointer of the cursor gets changed to the + symbol.
3. Press the left mouse button and drag the line towards right till the content gets fitted in the cell. The column width gets increased.

The following are the steps used to increase the height of a column:

1. Place the cursor on the line between any two rows till the cursor changes to the + symbol.
2. Press the left mouse button and drag the row to increase the height of the cell.

2. How can you align text in a cell?

Ans. Perform the following steps to align text in a cell:

1. Open any workbook created earlier. Select a column.
2. Click the Center option given in the Alignment section. The content in the column gets aligned in the center of the cell.

3. Briefly describe the various number formatting categories.

Ans. The following is a brief description of the various number formatting categories:

- **General:** Applies no changes to the format of the number
- **Number:** Allows you to select the number of decimal places and also whether or not to use a separator for values over 999
- **Currency:** Allows you to display the selected currency symbol before the number
- **Accounting:** Allows you to display the selected currency symbol before the number
- **Date:** Allows you to format the cell content as a date
- **Time:** Allows you to format the cell content as time
- **Percentage:** Allows you to multiply the content of a cell by 100 and then display the result with a percentage symbol at the end
- **Fraction:** Allows you to display the decimal value in a fraction form
- **Scientific:** Allows you to display the content of a cell in scientific notation
- **Text:** Allows you to display the content of a cell as text, even when numbers are typed
- **Special:** Allows you to select options according to a location
- **Custom:** Allows you to create custom number formatting

4. Discuss the process of changing the color of a cell in a worksheet.

Ans. Perform the following steps to change the color of a cell:

1. Open any worksheet. Select the cell of which you wish to change the color.
2. Click the down arrow of the Fill Color button. A list of colors appears.
3. Select the desired color from the list of colors. The color gets applied on the cell.

5. Write the steps to perform a spell check in a worksheet.

Ans. Perform the following steps to check the spelling of words in a worksheet:

1. Open a workbook. Select the cells.
2. Click the Review tab.
3. Click the Spelling button in the Review tab.
4. The Spelling: English (U.S.) dialog box appears. It will suggest the correct spellings of those words that are spelled wrong in the worksheet.
5. Select the correct spelling of the wrong word from the suggestions in the dialog box.
6. Click the Change button to replace the incorrect word. The incorrect word is replaced in the worksheet.
7. Click the OK button. The worksheet gets corrected.

Long Answer Questions

1. Explain the process of customizing the interface of a worksheet.

Ans. In Microsoft Excel 2010, you can create custom tabs and groups and rename or change the order of the built-in tabs and groups. Apart from this, you can turn on or off various parts of the Ribbon and add your own custom shortcuts. You can customize the interface by using the Minimize the Ribbon arrow button provided at the upper right corner of the ribbon. After minimizing the ribbon, the interface of the workbook appears.

You can click the Expand the Ribbon button on the upper right corner of the workbook to bring back the Ribbon on the Interface. In addition to minimizing and maximizing the Ribbon, you can also customize the interface of a workbook by adding a button in the Quick Access Toolbar.

Perform the following steps to add a new button in the Quick Access Toolbar:

1. Click the Customize Quick Access Toolbar button to open a drop-down list.
2. Select the Open option to add it in Quick Access Toolbar. The Open option gets added in the Quick Access Toolbar.

2. Write the steps to delete a row and a column in a worksheet.

Ans. Perform the following steps to delete a row and a column in a worksheet:

Deleting a row:

1. Open a workbook in which you want to delete a row.

2. Select the row or rows that you want to delete
3. Click the down arrow of the Delete button under the Cells group of the Home tab. A drop-down list appears.
4. Select the Delete Sheet Rows option from the drop-down list. The selected row is deleted from the worksheet.

Deleting a column:

1. Open a workbook in which you want to delete a column.
2. Select the column or columns that you want to delete from a worksheet.
3. Click the down arrow of the Delete button under the Cells group of the Home tab. A drop-down list appears.
4. Select the Delete Sheet Columns option from the drop-down list. The selected column gets deleted from the worksheet.

3. How can you delete a worksheet from your workbook?

Ans. Perform the following steps to delete a worksheet:

1. Open a new or an existing workbook.
2. Select the worksheet from the Sheet tab, which you want to delete.
3. Click the down arrow of the Delete button under the Cells group in the Home tab. A drop-down list appears.
4. Select the Delete Sheet option from the drop-down list. The selected worksheet gets deleted from the Sheet tab.

4. What is the purpose of using the Print Preview feature in Excel? How can you take a printout of data written on a worksheet?

Ans. Before you perform the printing operation, you first need to preview the worksheet by using the Print Preview feature. Previewing a worksheet allows you to visualize the worksheet in its printable format before taking the print. In other words, the preview shows you how the worksheet will appear after its print is taken. Seeing a preview of the worksheet allows you to make final adjustments in the worksheet before you print it.

In the Print Preview window, you can see elements that are not always visible in the Microsoft Excel window, such as margins, headers and footers, and print titles. Microsoft Excel includes the various print related options. You can access these options from the Print option under the Backstage view that appears on clicking the File tab.

The following are the steps to print a worksheet:

1. Open a workbook
 2. Select the File → Print option.
 3. Type a number in the Copies spin box to specify the number of copies of the worksheet that you want to print.
 4. Click the Print button.
- The specified number of copies of the selected worksheet is printed.