

Unit 9: Spreadsheet (Basic)

- Q1. Why do we need to save a workbook? What is the default extension of an Excel workbook?
- Q2. What is the purpose of using the Fill Handle in a worksheet?
- Q3. Write steps of opening an already existing workbook in your computer.
- Q4. Define spreadsheet.
- Q5. What do you understand by functions? What is the purpose of using the SUM() function in Excel? Give its syntax also.
- Q6. Write steps for inserting a new row in a workbook.
- Q7. Define wrapping. Write steps of wrapping text in a worksheet.
- Q8. Briefly describe the various number formatting categories.
- Q9. Discuss the process of changing the colour of a cell in a worksheet.
- Q10. Describe how can you customise the interface of a worksheet.