

4. Introduction to Excel.

I Answer the following questions:

1. Write down any two features of Excel.

The two features of Excel are

- i) Formatting feature
- ii) Auto fill feature

2. Difference between a workbook and worksheet

Workbook	Worksheet
The Excel window that appears on the screen when you open Excel is called a workbook	A worksheet is a grid-like area, made up of rows and columns.

3. What is a cell? How many characters can a cell have?

A cell is an intersection of a column and a row in a worksheet. It can contain up to 32,767 characters.

4. Name some commonly used data types in Excel.

Some commonly used data types in Excel are:

- i) Numbers
- ii) Text and
- iii) Formulas.

II Competency - based question.

The class teacher has asked Pallavi to create a worksheet displaying the timetable of the class. She has also asked her to save it with the name of her choice and further rename the worksheet by specifying the name 'Time table'. Suggest her a method to rename the worksheet.

Right - click on the sheet tab and select Rename option.