

Month: JULY

Ln 3: Enter and Excel

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Std: V

Working with MS-Excel

D-words

1. Spread sheet
2. Combination
3. Libre office Calc
4. Formula
5. Increasing
6. Decreasing
7. Alphabetical order
8. Cell address
9. Visualizing
10. Formatting data

F. Short answers Question:

1. How do you Create a Spreadsheet?

Ans. To Create a Spreadsheet follow the steps.

Step 1: Right click on the desktop. In the menu that opens Click on "New".

Step 2: In the second menu click on "Ms-Excel" Option

Step 3: A new Ms-Excel Spreadsheet will be Created. Type a name and press Enter.



2. What are tasks performed using MS-Excel?

Ans. We can perform the following task:

- (i) Accounting and Budgeting
- (ii) Data Entry and storage
- (iii) Performing Calculations
- (iv) Data Analysis and interpretation
- (v) Forecasting.

3. What are different formatting Options available in MS-Excel?

Ans. The different formatting Options available in MS-Excel:-

- (1) Setting font size of the text.
- (2) aligning of the text
- (3) Setting the borders of the cell
- (4) changing the text colour
- (5) change font of the text
- (6) Making the text Bold, italic and Underlined.

Note - Refer textbook for the book back exercises, very short answer/short answer and competency based questions.