

Class 8
Chapter 6
Introduction to MS Excel

Fill in the Blanks

1. A Workbook is a collection of _____
a. Cell b. Rows c. Columns d. **Worksheets**
2. By default, each worksheet contains _____ worksheets.
a. 2 b. **3** c. 4 d. 5
3. A maximum of _____ rows are available in worksheet.
a. **1048576** b. 16384 c. 984664 d. 36524
4. A maximum of _____ columns are available in worksheet.
a. 83524 b. **16384** c. 10520 d. 65536
5. A cell is an intersection of _____ and _____
a. **Rows, Columns** b. Row, Cell Address c. Column, Formula Bar d. None of the above
6. _____ Cell is the cell in which we are currently working.
a. Dead b. **Active** c. working d. None of the above
7. Every _____ in Excel sheet has unique address.
a. **Cell** b. Row c. Column d. Worksheet

True / False

1. Excel can be used for mathematical calculations **True**
2. The status bar appears at the top of the Excel Window. **False**
3. When we enter a formula in a cell, it is displayed in the Formula bar. **True**
4. The Ribbon is located near the bottom of the Excel Window **False**
5. To open MS Excel, type Excel in search bar and press enter button from keyboard. **True**

Short Answer type Questions :

Q.1 What are various uses of MS Excel.

- Ans:
1. To perform mathematical calculations.
 2. To represent the data in the form of charts
 3. To make time-table.
 4. To prepare salaries of employees
 5. To prepare results of students.

Q2. List the parts of MS Excel Window.

- Ans: Title Bar, Quick Access Bar, Ribbon, Tabs, Address bar, Formula Bar, Work Area, Status Bar, Scroll Bar.

Q3. Define Formula Bar.

Ans: Formula bar displays the contents of active cell. Cell entries are displayed on the right side of the formula bar.

Q4. What is Active Cell in MS Excel?

Ans: Active cell is a cell in which we are working currently. It appears as a dark rectangular box. Address of active cell can be seen in the name box of Excel window.

Q5. How to insert more worksheet in workbook of Excel?

Ans: Insert → New worksheet

Long Answer type Questions:

Q1. Explain the Terminology used in MS Excel.

Ans: **Workbook:** A workbook is a collection of many worksheets.

Worksheet: Worksheet contains rows and columns.

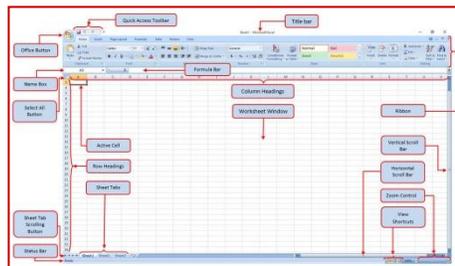
Row: Rows placed in a horizontal arrangements of a series of cells. Rows are labeled 1,2,3 ans so on.

Column: A column is a vertical arrangements of a series of cells. Columns are labelled A,B, C and so on.

Cell: A cell is an intersection of rows and columns.

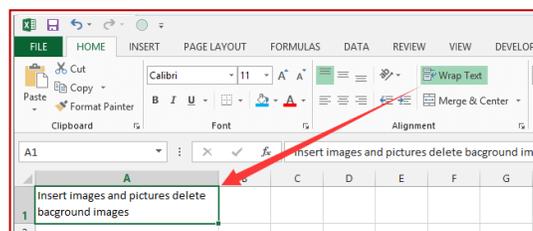
Active cell: Active cell is a cell in which we are working currently.

Cell address: Each cell has a unique address.



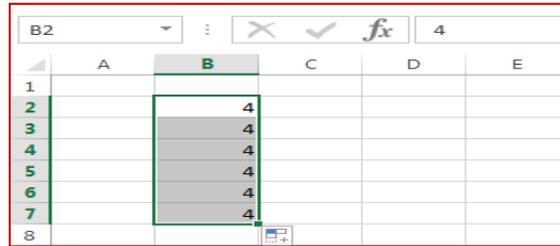
Q2. How to wrap text in MS Excel ?

- Ans: 1. Type text in a cell.
- 2. Press Enter.
- 3. Return to first cell.
- 4. Choose wrap text from home tab.



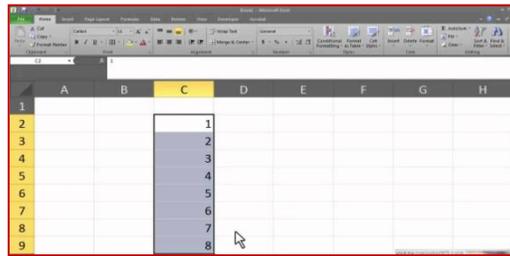
Q3. Write about filling a range of cells in MS Excel.

- Ans:
1. Type text in a cell.
 2. Press fill handle with left mouse button and drag the mouse.
 3. This will copy the Text of first cell to all the cells of the selected range.



Q4. Write about creating a series in MS Excel .

- Ans:
1. Type '1' in cell C2.
 2. Type '2' in cell C3.
 3. Select both of the cells and press fill handle with left mouse button
 4. This will create a series.



Q5. How to save our file in MS Excel .

- Ans:
1. Click save from file menu..
 2. Type file name in the file name field.
 3. Click on save button.

