

EXERCISE

1. Explain MS Excel in brief.
2. What do you mean by cells in an Excel sheet?
3. Explain what is a spreadsheet?
4. What do you mean by cell address?
5. Can you add cells?
6. Can you format MS Excel cells? If yes, then how?
7. Can you add new rows and columns to an Excel sheet?
8. What is Ribbon and where does it appear?
9. Can you protect workbooks in Excel?
10. What do you understand by Relative Cell Addresses?

SOLUTIONS

ANSWER-1

Microsoft Excel is a spreadsheet or a computer application that allows the storage of data in the form of a table. Excel was developed by Microsoft and can be used on various operating systems such as Windows, macOS, IOS and Android.

Some of the important features of MS Excel are:

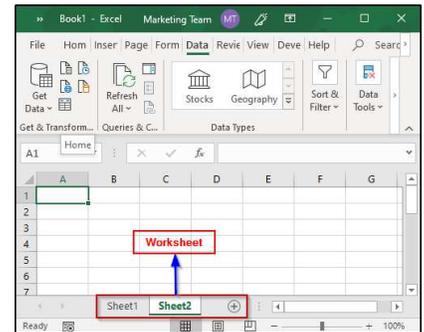
- Availability of Graphing tools
- Built-in functions such as SUM, DATE, COUNTIF, etc
- Allows data analysis through tables, charts, filters, etc
- The availability of Visual Basic for Application (VBA)
- Flexible workbook and worksheet operations
- Allows easy data validation

ANSWER-2

The area which falls at the intersection of a column and a row where the information is to be inserted is known as a cell. There are a total of 1,048,576 x 16,384 cells present in a single excel sheet.

ANSWER-3

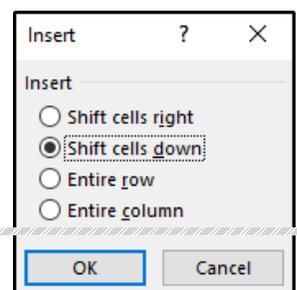
Spreadsheets are a collection of cells that help you manage the data. A single workbook may have more than one worksheet. You can see all the sheets at the bottom of the window, along with the names that you have given them. Take a look at the image below:



ANSWER-4

The cell address of an Excel sheet refers to the address that is obtained by the combination of the Row number and the Column alphabet. Each cell of an MS Excel sheet will have a distinct cell address.

ANSWER-5



Yes, you can insert new cells into a sheet. To add a new cell, simply select the cell where you want to insert it and then select the Insert option. you will see the following window:

Select the desired option and then click on OK.

ANSWER-6

Yes, MS Excel cells can be formatted. In order to format these cells, you can use the commands present in the Font group of the Home tab. When you open the Font window, you will see the following options:

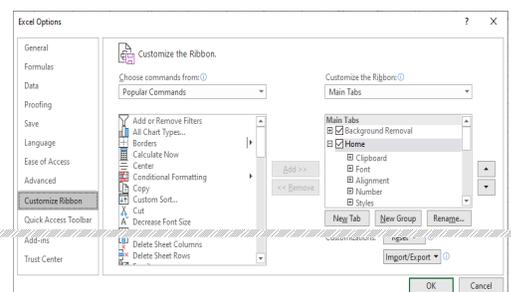
Name	Description
Number	Allows formatting cells to be of any type such as currency, accounting, date, percentage, etc
Alignment	Allows text control, alignment and setting its direction
Font	Enables various fonts, styles, sizes, colors, etc
Border	Allows cell borders to be changed, removed, colored, etc
Fill	Enables you to choose different colors and styles to fill up the cell
Protection	Allows you to lock or hide cells

ANSWER-7

Yes, you can add rows and columns to an Excel sheet. To add new rows and columns select the place where you intend to add them and right-click on it. Then select the Insert option from where you can choose to select an entire row or column.

ANSWER-8

The Ribbon is basically your key interface with Excel and it appears at the top of the Excel window. It allows users to access many of the most important commands directly. It consists of many tabs such as File, Home, View, Insert, etc.



You can also customize the ribbon to suit your preferences. To customize the Ribbon, right-click on it and select the “Customize the Ribbon” option. You will see the following window:

You can select or unselect any option of your choice from here.

ANSWER-9

Yes, workbooks can be protected. Excel provides three options for this:

Passwords can be set to open Workbooks, You can protect sheets from being added, deleted, hidden or unhidden Protecting window sizes or positions from being changed.

ANSWER-10

Whenever you copy formulas in Excel, the addresses of the reference cells get modified automatically in order to match the position where the formula is copied. This is done by a system that is called Relative Cell Addresses.

EXAMPLE:

Take a look at the image where I have written the formula in C9 and copying the same formula to C10. As you can see, C10 shows the sum of A10 and B10, unlike A9 and B9.

