



G.D.GOENKA PUBLIC SCHOOL

Subject: Computer

Aspect: Note Book Work

Date: 29th October, 2021

Topic: Microsoft Excel 2016

This material is not to be printed.

Instructions for students:

- Based on the understanding of the topic attempt Notebook work given on page no. 114 of the book in your Note book. Check the below given answers for self-correction.

Section B:

B. Answer the following:

1. What do you understand by Microsoft Excel?

Ans: Microsoft Excel is one of the most popular spreadsheet software. It is widely used to perform mathematical calculations. The data is spread in a tabular form consisting of rows and columns.

2. Differentiate between a Workbook and a Worksheet?

Ans:

Workbook	Worksheet
A workbook is the name given to an Excel file and contains one or more worksheets.	Worksheet is a grid like area made up of rows and columns.
Workbook consists of several worksheets.	A worksheet or sheet is a single page in a Excel file

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

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

4. What is a Formula Bar? How is it different from the Name Box?

Ans.

Formula Bar	Name Box
Formula bar shows the characters and the formulas that you enter in an active cell.	Name box displays the location of the cell pointer.
It is located to the right of the name box.	It is located above the column heading.

5. How many types of data can be entered in an excel sheet?

Explain each type briefly.

Ans. Three types of data can be entered in MS excel worksheet.

- 1. Numbers:** Numbers are values that consist of numbers like 0 to 9 and the characters like +, -, !, @, &, ^, \$ etc.
- 2. Text:** Text data can contain letters, numbers, space and special characters.
- 3. Formula:** A formula is used to perform calculations.