**STD.VII – LESSON 1**

1. **Answer the following.**
	1. **Define Spreadsheet.**

 *A spreadsheet is a table that stores data which are arranged in rows and columns.*

* 1. **What are the various spreadsheet applications?**

 *Excel, Lotus 1-2-3, OpenOﬃce Calc, Google Spreadsheets.*

* 1. **Write down the features of Excel.**

 *Functions, Formulas, Charts.*

* 1. **How many tabs does the Ribbon panel have? Name them.**

 *Seven Tabs. Namely, Home, Insert, Page Layout, Formulas, Data, Review, View.*

* 1. **Differentiate between Cancel button and Enter button in Excel.**

 *Cancel button - It cancels the data entry without pressing the delete key.*

 *Enter button - It completes the data entry without pressing the Enter key.*

* 1. **Discuss the steps to save a worksheet.**

 *Microsoft button  Save or Click Save icon.*

#### Answer the following briefly.

#### 1.Define : i) Cell ii) Active cell iii) Cell Address

*i)* ***Cell*** *: The intersection of a row and a column forms a cell. It is the smallest unit of a worksheet.*

*ii)* ***Active cell*** *: An active cell is identiﬁed by a thick bordered rounded rectangle around it.*

*iii)* ***Cell Address*** *: Each and every cell is identiﬁed by its cell address. It is formed by the combination of its column letter and row number.*

**2.EXPLAIN ABOUT i) ROWS ii) COLUMNS**

***i) Rows :*** *The rows in a worksheet are identiﬁed by numbers in the left side of the worksheet.*

***ii. Columns:*** *The columns in a worksheet are identiﬁed by letters across the top of the worksheet.*

**STD.VII – LESSON 2**

#### IV.Answer the following.

* + 1. **Can you select multiple columns in a spreadsheet? Explain it.**

*Yes, we can select multiple columns in a spreadsheet. To select multiple columns, hold the left mouse button and drag along the column headings.*

* + 1. **WRITE NOTES ON STATUS BAR**

*The status bar provides you with additional information when you select a range of cells.*

* + 1. **STATE THE USE OF THE AUTOFILL FEATURE**

*The autoﬁll feature ﬁlls cell data or series of data in a worksheet into a selected range of cells.*

* + 1. **HOW WILL YOU SELECT A RANGE OF CELLS USING THE KEYBOARD?**

*To select a range of cells using keyboard,*

* + - 1. *Move the mouse pointer to one of the corners of the cells where you want to start your selection.*
			2. *Now hold the shift key and use the arrow keys to make the selection and release the shift key.*

#### V.Answer the following briefly.

1. **WRITE DOWN THE STEPS TO USE THE AUTOFILL FEATURE**

Step 1: Enter the data in the cells.

Step 2: Select the cells and move the pointer to the right bottom corner of the cell. Step 3: Click and drag the FillHandle to complete the cells.

2. **DISCUSS THE STEPS TO CUT AND PASTE CELLS IN A WORKSHEET.**

Step 1: Select the cells you wish to cut.

Step 2: Click Cut button on the Clipboard group or Press Ctrl+X. Step 3: Select the cells where you want to paste the data.

Step 4: Click Paste button on the Clipboard group or Press Ctrl+V.