Computer
Unit No. 3
Spreadsheet in Excel

Note: **Give brief answer to the following questions.**

Q1. Define the following terms.

    (i) Spread Sheets   (ii) Work Book   (iii) Worksheet

    (iv) Cell   (v) Cell Address   (vi) Cell Reference

    (vii) Formula   (viii) Function

Ans:

(i) Spread Sheet: A spread sheet is a computer application which is used to display data in multiple cells usually in a two dimensional matrix or grid consisting of rows and columns.

(ii) Work Book: A work book is a file created by Excel spread sheet application. Excel work books are actually sets of spreadsheets pages, each of which can include separate data.

(iii) Worksheet: Worksheet also known as a spreadsheet is a single page in workbook.

(iv) Cell: Name box displays the reference of the active cell.

(v) Cell Address or cell reference: Cell address or cell reference identifies the location of a cell or group of cell in a work sheet, It consists of the column letter and row number that intersect at the cell's location.

(vi) Formula: Formula is an equation that perform a calculation using values in the worksheet. A formula always begins with an equal sign followed by either values or cell references and or operator.

(vii) Function: Function are predefined or built in formula.

Q2. Give few purpose of spreadsheet.

Ans: (i) Store and maintain data in tabular form.

    (ii) Perform complex mathematical calculation.

    (iii) Create charts/graphs to represent data.

Q3. What is cell range? Give one example.

Ans: Selecting more than one cell is known as a cell range.

    For Example: Range of cells from C4 to F7.

Q4. What is auto-filling data feature in Excel? Give one example.

Ans: Auto filling is the use of the fill handle to copy data and sequences across a range of cell. **For example:** C from 2 to 16.

Q5. How formula is used in excel sheet? Give one example?

Ans: A formula is an equation that performs a calculations using values in the

worksheet. A formula always begins with an equal sign followed by either values or cell reference and an operator.

Example:　= 23+29

　　　　　　= 08+F9-E9

Note:　　Give detailed answers to the following questions.

Q1.　Explain different parts/components of excel window?

Ans: Components of Excel window. The excel 2007 window is made up of several components discussed as follows.

Office Button:　The office button is at the top left of the Excel window. Clicking this button opens a menu of commands.

Quick Access Toll:　The quick access toolbar give access to frequently used commands. By defaults, save, undo, and redo appear on the quick access toolbar.

Title Bar: It is located at the top of the Excel window. On the title bar, Microsoft. Excel displays the name of workbook currently used.

Ribbon:　The ribbon is located below the Quick Access toolbar. The commands on the Ribbon are organized in seven tabs and each tab is divided into groups which have buttons of related commands.

Formula Bar:　Formula bar displays the contents of the active cell and the formula user type them in an active cell. The formula bar can be used to edit content easily.

Name box:　　Name box displays the reference of the active cell. It is located next to the formula bar.

Q2.　What is border? Give procedure to apply a border selected range in excel?

Ans: Borders are outlines around the cell or cells. User can use borders to make entries in worksheet stand out.

　　To Apply Borders:

　　(i)　　Select cell or Cells to apply borders.

　　(ii)　　Choose the home tab.

　　(iii)　Click the down arrow next to the Border's button a menu appears.

　　(iv)　Click the required border option.

　　(v)　　Excel applies the selected border to the selected cells.

Q3.　Write down the steps to create a bar chart in Excel?

Ans: Select the cells to include as data for Pie chart for example the cells A2 to D5.

　　(i)　　Click the insert menu.

　　(ii)　　Click Pie from the charts.

　　(iii)　Click the down arrow and select the first pie chart sub-type.

    (iv)   A pie chart is inserted.
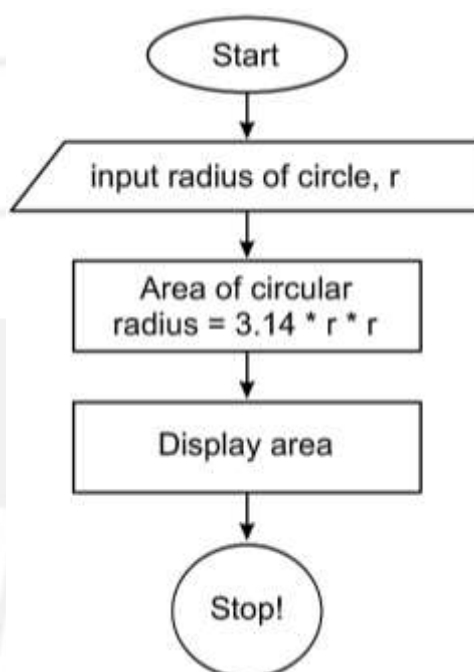
Unit No. 4
Problem Solving

Note: **Give brief answer to the following questions.**

Q1.   What are the key features of a problem statement?

Ans: A problem statement should have the following.

    (i)   Clarity and precision.

    (ii)   Identification of what would be studied.

    (iii)   Identification of key concepts and terms.

    (iv)   Identification of key factors or variables.

Q2.   What is flow chart?

```
        ( Start )
            |
            v
   / input radius of circle, r /
            |
            v
   +------------------------+
   |   Area of circular     |
   | radius = 3.14 * r * r  |
   +------------------------+
            |
            v
   +------------------------+
   |      Display area      |
   +------------------------+
            |
            v
        ( Stop! )
```

Q3.   What is the use of decision symbol?

Ans: Decision symbol is used to show decision process in a flowchart.

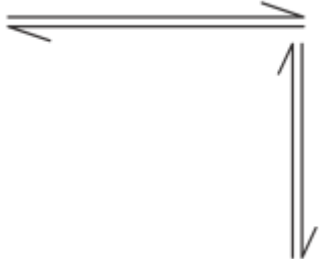**Note:**   **Give detailed answers to the following questions.**
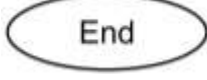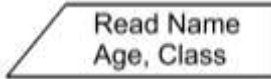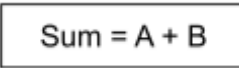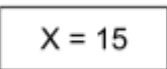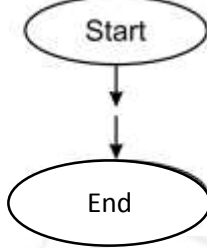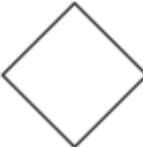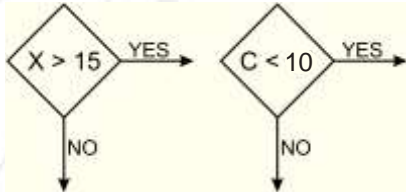
Q1.   What is flowcharting? How flowchart help in problem solving?

Ans: Flow charting is a process of pictorial illustration for solving a problem. Flow charting is a tool for analyzing processes. Flowcharting can be used in computer system design, programming, engineering and science etc. A flow chart is type of diagram that represents a process showing the steps as symbols of various kinds and their order by connecting them with arrows Flowchart help on finding the solution of a problem and facilities in showing the input process and out of the problem.

Q3.   Explain different symbols used to draw flowcharts with example?

Ans: Flowcharting use standardized sets of symbols. Flowchart symbols with their

description and examples are given.

Description	Symbol	Examples
Start/End symbol. An oval shape symbol that represents the start or End of a flowchart.		
Input/Output Symbol The input/output in a flowchart is represented by a parallelogram shape.		input A, B Read Name Age, Class
Processing Symbol Rectangle shape symbol is used to represent the process or action taken.		Sum = A + B X = 15
Flow Lines Arrow head with lines is used to show the flow of any process in a flowchart. These symbols, show the flow of data, information or process in the flowchart.		
Decision Symbol Diamond symbol is used to show decision in a flowchart.		

Note: Computer work given above will be done on Computer school copy. (learn also)

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