

Unit 9: Spreadsheets Software**Q1: What is Spreadsheet?**

Ans: A spreadsheet is an application program. It provides worksheets to enter and process data. In a worksheet, data is arranged into rows and columns just like a table. MS-Excel is an example of spreadsheet program.

Q2: List some features of the spreadsheet program.

Ans: List of some features of the spreadsheet program as follows:

- ❖ Grid of Rows and Columns
- ❖ Printing
- ❖ Text Manipulation
- ❖ Formulas
- ❖ Commands
- ❖ Built-in Functions

Q3: What is a Worksheet?

Ans: A spreadsheet program provides worksheets to enter data. A worksheet is divided into a grid of columns and rows. In Excel, a worksheet consists of 256 columns and 65536 rows. The columns are labeled with letters A, B, C... etc. The rows are labeled with numbers 1, 2, 3... etc.

Q4: What is Workbook?

Ans: In MS Excel, the document or file in which data is permanently stored on the disk is called workbook. It is a collection of worksheets. Like a book that contains many pages, a workbook may contain many worksheets. Data is stored into the worksheets.

Q5: What is a Cell?

Ans: The intersection of a column and a row is called a cell. The data is entered into the cell of the worksheet.

Q6: What is an Active Cell?

Ans: The currently selected cell where data can be entered or edited is called the Active Cell. When another cell is selected or cell pointer is moved to another cell, then that cell becomes the Active cell.

Q7: What is a Column Header?

Ans: A horizontal bar that has headings of columns with labels A, B, and so on (It is from A to IV) is called a Column Header.

Q8: What is a Row Header?

Ans: A vertical bar that has headings of rows with labels 1, 2, 3, and so on (It is from 1 to 65536) is called Row Header.

Q9: What is the use of the formula bar in Excel interface?

Ans: When a formula is used into a cell, then the calculated result is displayed into the cell. The actual formula is displayed into the Formula Bar. If a formula is not applied into the cell, then the contents of cell are displayed into the Formula Bar. Formula Bar is also used to edit the contents of cell.

Q10: What is meant by cell formatting?

Ans: E-commerce stands for electronic commerce. It is also known as e-trade or e-business. E-commerce is a financial business transaction conducted electronically between business partners over computer networks (such as on Internet). This saves time for participants on both ends. The users can products or services via computer network.

Q11: What is formula?

Ans: A formula is a mathematical expression that is a combination of numbers, constants, cell addresses (or cell references) and arithmetic operators. In Excel, mostly the formula is build by using cell references along with arithmetic operators. Formula is entered in the worksheet cell and must begin with an equal sign "=" The cell in which formula is written, displays the result of formula only.

Q12: What is cell address?

Ans: Every cell of a worksheet has a unique address. This address is called the cell address. The cell address is also known as a cell reference. Cell address represents the position of a cell in worksheet with respect to the column and row number. For example, the cell reference A 12 represents the column „A" and row„12".

Q13: What is Relative Referencing?

Ans: Calling a cell with the reference to its address (such as "A1") is called relative referencing. When a formula contains relative referencing and it is copied from one cell to another, the spreadsheet does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to.

Q14: What is Absolute Referencing?

Ans: The cell references used in a formula that do not change when you copy a formula to another cell in the worksheet are called absolute references. An absolute reference specified in the formula by using \$(Dollar) sign before the column letter and row number.

Q15: What is a chart?

Ans: The graphical representation of numerical data is known as a Chart or Graph. It makes it easy to compare and to analysis the numerical data. A Chart is created with a range of data stored in the worksheet cell. When the data values in the range of cell are changed, the Chart is automatically updated.

Q16: List some functions of a spreadsheet.

Ans: List of some functions of a spreadsheet as follows:

- | | |
|-------|-----------|
| ❖ SUM | ❖ AVERAGE |
| ❖ MIN | ❖ SQR |
| ❖ MAX | ❖ TODAY |

Q17: Define functions in Excel.

Ans: A function is a predefined or built-in formula. Excel provides different types of functions. A function provides a more efficient and quick way of performing calculations than a formula.

Q18: Write the formula for calculating the average of cells B2 and B3.

Ans: The formula is = $\frac{(B2 +B3)}{2}$

Q19: Write some applications of spreadsheet.

Ans: Some applications of spreadsheet as follows:

- ❖ For managing home budgets
- ❖ To make graphs and charts
- ❖ To keep track of profits and losses

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