



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department : Computer Science	Year :2020-2021
Worksheet no:2 with solutions	Topic: MS Excel	

Answer in 1-2 sentences.

1. What is Microsoft Excel?

Microsoft Excel is a powerful spreadsheet program that allows you to organize and maintain data, complete calculations and represent data in graphs.

2. When do we need to change the column width and row height?

If data displayed in cells is too broad to be completely viewed within the standard column width or row height, we need to change the column width and row height.

3. What is the default row height and column width in Excel?

Default column width of a cell : 8.43(measured in characters)

Default row height of a cell is 15.00(measured in points)

4. What is the use of a border?

Borders will separate the data from surrounding cells.

Answer Briefly

5. What are the features of Excel?

- Edit and Format data
- Using formulas and functions
- Print worksheets
- Create charts and objects

6. Why do we need to do formatting in Excel?

Formatting displays the worksheet in an attractive and more legible outlook. You can make your worksheet more presentable by applying one or several formatting features like changing the font of data, font size of data, centering data across columns, Bold, Italic and Underline data etc

7. What is the use of alignment? Name the different alignment buttons.

Alignment is the way in which the data is settled within the boundary of a

cell.

To align horizontally, we have Align Left, Center and Allign Right buttons
To align vertically, we have Top Align, Middle Align and Bottom Allign
Button.But we can see the effect of vertical alignment only after you increase
the size of the row

8. What is the use of adding conditional formatting?

Conditional formatting is a feature used to assign certain formatting, only
when the value of the cell meets the specified condition.

Write T for True & 'F' for False statements.

1. A workbook can contain only 5 worksheets. **False**
2. Mouse pointer is displayed as a block plus sign,whwnever it is located in a
cell. **True**
3. You cannot cancel the last change that you made to the worksheet.**False**
4. You can change the font of numbers in Excel. **True**
5. By default,Excel aligns text data to the right of the cells. **False**
6. You can complete a series across a row or down a column in a worksheet.
True
7. The conditional formatting is used to format the data according to specified
condition. **True**