

## **Electronic Spreadsheet (Intermediate)**

### **1. What is MS Excel (Open Office Calc)?**

Ans: MS Excel is a large sheet of paper which contains rows and columns on it.

### **2. How Spreadsheet help us?**

Ans: Spreadsheet help us to simplify and analysis any complex data. It also help us to collect chart or graph from the data.

### **3. What is Spreadsheet?**

Ans: A **spreadsheet** is an interactive computer application for organization, analysis and storage of data in tabular form.

### **4. Write the parts of Open Office Calc?**

Ans: 1) Title Bar 2) Standard Tool Bar 3) Formatting Tool Bar  
4) Name Box 5) Input Line (Formula Bar) 6) Column and Row heading 7) Scroll Bar 8) Status Bar 9) Cells  
10) Cell Pointer

### **5. What is cell Address?**

Ans: A cell is referred by its column name and row number is called cell address. e. g. A1 - A – Column Heading 1 – Row number

### **6. What is Input Line (formula bar)?**

Ans: Formula bar displays the information about the active cell.

### **7. What is cell pointer?**

Ans: A thick highlighted rectangular box on a worksheet is called cell pointer.

**8. What is current (Active) cell?**

Ans: A cell pointer contains in which cell is called active cell.

**9. What is row?**

Ans: A group of cell organised in a horizontal manner is called row.  
A rows are number from 1 to 1048576.

**10. What is column?**

Ans: A group of cell organised in a vertical manner is called column.  
A columns are labelled from A to AMJ.

**11. What is cell range?**

Ans: When two or more than two cells are selected is called cell range.

**12. What is contiguous cell range?**

Ans: When two or more than two cells are selected which are adjacent is called contiguous cell range. A contiguous cell range indicate by using colon (:) sign.

**13. What is non-contiguous cell range?**

Ans: When two or more than two cells are selected which are non – adjacent is called non contiguous cell range. A non contiguous cell range indicate by using comma (; ) sign.

**14. How many types of cell referencing?**

Ans: There are three types of cell referencing.

- 1) Relative cell referencing
- 2) Absolute cell referencing
- 3) Mixed cell referencing

### **15. What is relative cell referencing?**

Ans: When you copy or drag the formula excel will adjust the cell references is called relative cell referencing. Relative cell referencing indicated by using colon (:) sign.

**For example,** to add cells A2 and E2 together you could use the formula "**=SUM(A2:E2)**" in cell H2, and if you were to copy that formula into cell H3, it would be relative to H3 and become "**=SUM(A3:E3)**."

### **16. What is absolute cell referencing?**

Ans: When you want to keep the constant value and excel don't want adjust the cell references after copy or drag the formula, is called absolute cell referencing. Absolute cell referencing indicated by using dollar ( \$ ) sign.

**For example,** to add cells A2 and E2 together you could use the formula "**=SUM(A2:E2)**" in cell H2, and if you were to copy that formula into cell H3, it would be relative to H3 and become "**=SUM(\$A\$3:\$E\$3)**."

### **17. Define consolidating data. Write steps to consolidate data in an electronic spreadsheet.**

Ans. The graphical interface for copying data from one range of cells to another, then running one of a dozen functions on the data is called consolidating data. The steps to consolidate data are:

- 1) Open the document that contains the cell ranges to be consolidated.
- 2) Choose Data > Consolidate to open the Consolidate dialog.
- 3) If the Source data range list contains named ranges, you can select a source cell range To consolidate with other areas. If the source range is not named, click in the field to the right. and either type a reference for the first source data range or use the mouse to select

the range on the sheet.

4) Click Add.

5) Select additional ranges and click Add after each selection.

6) Specify where you want to display the result by selecting a target range from the copy result to box.

7) Select a function from the Function list.

8) Optionally click More in the Consolidate dialog to display additional settings.

- Select Link to source data to insert the formulas that generate the results in the target

range, rather than the actual results.

- Under Consolidate by, select either Row labels or Column labels if the cells of the source data range are not to be consolidated corresponding to the identical position of the cell in the range, but instead according to a matching row label or column label.

9) Click OK to consolidate the ranges.

### **18. Write steps to insert subtotal values into a sheet.**

Ans. The steps to insert subtotal values into a sheet are:

1) Ensure that the columns have labels.

2) Select the range of cells that you want to calculate subtotals for, and then choose Data > Subtotals.

3) In the Subtotals dialog, in the Group by box, select the column that you want to add the subtotals to.

4) In the Calculate subtotals for box, select the columns containing the values that you want to subtotal.

5) In the Use function box, select the function that you want to use to calculate the subtotals.

6) Click OK

**19. What scenarios are used for? Write steps to add scenarios in the sheet.**

Ans. Scenarios can quickly change the arguments of a formula and view the new results. The steps to add scenarios in the sheet are:

- 1) Select the cells that contain the values that will change between scenarios. To select multiple cells, hold down the Ctrl key as you click each cell.
- 2) Choose Tools > Scenarios.
- 3) On the Create Scenario dialog, enter a name for the new scenario.
- 4) Optionally add some information to the Comment box.
- 5) Optionally select or deselect the options in the Settings section.
- 6) Click OK to close the dialog. The new scenario is automatically activated.

**20. Write steps to Insert new sheet in spreadsheet.**

Ans. The steps to Insert new sheet in spreadsheet are:

- 1) Select the plus icon at the bottom of the screen.
- 2) Or, select Home > Insert > Insert Sheet

**21. Write steps to rename a worksheet.**

Ans. The steps to rename a worksheet are:

- 1) Double-click on one of the existing worksheet names.
- 2) Right-click on an existing worksheet name, then choose Rename from the resulting Context menu.
- 3) Select the worksheet you want to rename (click on the worksheet tab) and then select  
The Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

## **22. Write steps to Insert hyperlinks in spreadsheet.**

Ans. The steps to Insert hyperlinks in spreadsheet are:

- 1) On a worksheet, click the cell where you want to create a hyperlink.
- 2) On the Insert tab, in the Links group, click Hyperlink or you can press Ctrl+K.
- 3) Under Link to, click Create New Document.
- 4) In the Name of the new document box, type a name for the new file.
- 5) Under When to edit, click Edit the new document later or Edit the new document now to specify when you want to open the new file for editing.
- 6) In the Text to display box, type the text that you want to use to represent the hyperlink.
- 7) To display helpful information when you rest the pointer on the hyperlink, click ScreenTip, type the text that you want in the ScreenTip text box, and then click OK.

## **22. Write steps to share worksheet data.**

Ans. The steps to share worksheet data are:

- 1) Click on the Share workbook option under Changes group in the Review tab.
- 2) A dialog box appears.
- 3) Check the option Allow changes by more than one user at the same time.
- 4) Click OK.

## **23. Define Macros in spreadsheet.**

Ans. Macros is a feature that allows you to perform the same set of tasks repeatedly like formatting or applying a similar formula in a similar range of data.

## **24. Write steps to create a macro for calculating average, minimum and maximum.**

Ans. The steps to create a macro for calculating average, minimum and maximum are:

- 1) Click on the developer tab.
- 2) Select the first value in the list of marks.
- 3) Now select the option use relative reference to give the respective location from where The steps would be followed.
- 4) Now click on the Record Macro option.
- 5) Record Macro dialog window appears on the screen.
- 6) Give a name to your macro in the Macro name area and press OK.
- 7) A keyboard shortcut may also be defined. For example CTRL +t.
- 8) Select 'This Workbook' in the 'Store Macro In' option.
- 9) Click OK.
- 10) Now click on the cell for calculating average and write the formula for adding the values.
- 11) Similarly, write the formula for minimum and maximum.
- 12) Do some formatting in the appearance of the cells.
- 13) Click the button 'Stop Recording' in the Developer tab to complete the macro recording.
- 14) To apply the same formatting and have similar calculations for other subjects, click on the first value of another subject.
- 15) Click on the icon 'use relative reference' to set the relative position of cells where formula is to be applied.
- 16) Click on the Macro button and a dialog window showing the existing macros will appear.
- 17) Select the Macro name from the list and press the Run button.
- 18) On clicking the button, the average, minimum and maximum of marks will be calculated And formatted according to the recording done in macro.
- 19) Similarly run the macro using shortcut key Ctrl + t, by placing the cursor on the other subject marks.

20) Now you can run the macro either using the shortcut or using the mouse selection method.

21) Click on the Edit button to make any changes within the macro.