A. MCQ(pg 40)
   1. Which option provides an easy and quick method to calculate the sum of the selected range of data is known as:
      a. Auto fill c. Formulae
      b. **Auto Sum** (√) d. Sorting
   2. You always enter a formulae starting with.
      a. (= (√)) c. –
      b. : d. &
   3. Relative referencing means:
      a. **Either changing the cell address according to where it has been copied.** (√)
      b. Keeping the cell address constant wherever it is being copied.
      c. None of these
      d. Both (a) and (b)
   4. An Excel document is called:
      a. **Workbook** (√) c. Presentation
      b. Worksheet d. Auto fill
   5. The symbol used in representation of data & time is:
      a. = c. ; (√)
      b. & d. –

B. FILL UPS:-
   1. A **Worksheet** is a grid that organizes data into columns and rows.
   2. An Excel document is called a **Workbook**.
   3. You must give a := sign before the formula is entered.
   4. The feature of automatically filling the data is called
Autofill.
5. You can edit the data either directly in the cell or in the formula bar.
6. Autosum is a very quick procedure to find the sum of the numbers entered.
7. Sorting means arranging data in ascending or descending order.

C. ONE WORD ANSWERS:-
1. An excel document gets saved with the extension-.xlsx
2. A rectangular area where you enter data-cell.
3. Computer programs used to perform numeric calculations rapidly and accurately- Electronic Spreadsheets
4. A Software is used to organize and display data in the form required by the user.- Spreadsheet

D. Very Short Answers:-

1. What is the purpose of a spreadsheet software?
   Ans: The purpose of spreadsheet software is used for data entry and manipulation.

2. What is the spreadsheet part of the Microsoft office suit 2007 called?
   Ans: Microsoft office Excel2007 is the spreadsheet part of the Microsoft office suite 2007.

3. How a cell is formed in a worksheet?
   Ans: A cell is formed by an intersection of row and column.
4. Name the extension of workbook in Microsoft office excel2007?
Ans: The extension of workbook in Microsoft office excel2007 is .xlsx.

5. What is the data which include numbers from 0-9 and characters +,-,e, % etc. called?
Ans: **Numeric data** include numbers 0-9 and characters +, -, e, % etc.

E. **Short Answers:**

1. What is an electronic spreadsheet?
   Ans: It is a computer programs used to perform numeric calculations rapidly and accurately.

2. What do you understand by Autosum and Sorting?
   Ans: Autosum is a very simple procedure to find the sum of numbers entered.
   Sorting means arranging data in ascending or descending order.

3. Write down the steps to find out the sum of marks scored by a student using autosum?
   Ans: To find the sum using autosum feature:
   - Step 1:- Select the range of cells where the sum has to be entered.
   - Step 2:- Click on the Autosum button. The sum for the selected cells will be calculated.
F. Long Answers:-

1. What is cell referencing and what are the different types of referencing?

Ans: Cell referencing is the behavior of the cell when it is copied. There are three types of cell referencing:
   a) Relative: Changing the cell address according to where it has been copied.
   b) Absolute: Keeping the cell address constant wherever it is being copied.
   c) Mixed: Combination of relative and absolute.

2. Write down the steps to explain Auto fill?
Ans: To generate the number series using Autofill follow the given steps;
   Step 1: Enter the first number in a cell.
   Step 2: Enter the second number in the adjacent cell. Select the two cells.
   Step 3: Drag from the fill handle to generate the series.

G. Draw:
   Draw and label the diagram of the Excel screen.
   Pg-30(top)