

Electronic Spreadsheet

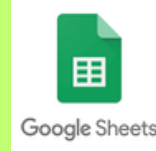
Previous knowledge on Electronic Spreadsheet Advance from class 8th

An electronic spreadsheet is a digital tool for organizing, calculating, and analyzing data in rows and columns. It allows users to perform calculations using formulas, create charts, and manage data efficiently. Common programs include



Microsoft Excel

and



Google Sheets.

Session - 01

Main objective of this Session :

- Calc Spreadsheet Basics
- Working in Spreadsheet
- Insert / Deleting (Cell/Row/Columns)
- Document Properties .

Worksheet

A worksheet in an electronic spreadsheet is a grid of rows and columns where data is entered and organized. It allows users to perform calculations, analyze data, and create charts. Each worksheet is part of a workbook, and multiple worksheets can be used together

Total No. of row in one sheet : 65,536

Total No. of columns in one sheet : 1024

Row

A row in an electronic spreadsheet is a horizontal line of cells, labeled with numbers. Each row contains data arranged side by side, and rows run from top to bottom on the spreadsheet.

Column

A column in an electronic spreadsheet is a vertical line of cells, labeled with letters. It runs from top to bottom, and each column organizes data in a straight vertical line.

Cells

A cell in an electronic spreadsheet is the intersection of a row and a column. It is a small box where you can enter data, such as numbers, text, or formulas. Each cell has a unique address, like A1, B2, etc.

Range of cells

A range of cells in an electronic spreadsheet is a group of two or more connected cells. It can span across rows, columns, or both, and is selected to perform actions like calculations or formatting. A range is usually written like A1

Tasks that we will do in the computer lab.

- Creating
- Opening
- Saving
- Navigating

Navigating Using the Keyword Keys and shortcut Keys

Navigating Using Keyboard Keys

1. **Arrow Keys:** Move up, down, left, or right between cells.
2. **Home:** Jump to the beginning of the current row.
3. **Ctrl + Arrow Keys:** Jump to the edge of data in that direction.
4. **Page Up / Page Down:** Scroll up or down one screen at a time.
5. **Tab:** Move to the next cell on the right.
6. **Shift + Tab:** Move to the previous cell on the left.

Using Shortcut Keys

1. **Ctrl + N:** Create a new spreadsheet.
2. **Ctrl + O:** Open an existing spreadsheet.
3. **Ctrl + S:** Save the current spreadsheet.
4. **Ctrl + Z:** Undo the last action.
5. **Ctrl + Y:** Redo the last undone action.
6. **Ctrl + C:** Copy selected cells.
7. **Ctrl + V:** Paste copied cells.
8. **Ctrl + X:** Cut selected cells.
9. **Ctrl + F:** Open the Find dialog box.
10. **Ctrl + P:** Print the spreadsheet.

Tasks that we will do in the computer lab.

- Insert cell
- Insert Row
- Insert Columns
- Deleting Cells/ Row / Columns

Tasks that we will do in the computer lab.

- Freezing Rows and Columns
 - Single
 - Multiple
- Splitting
- Remove Splitting

MCQ Question

What is an electronic spreadsheet?

- a) A program for writing text
- b) A tool for managing databases
- c) A software for organizing and calculating data
- d) A graphic design application

Which of the following is a common electronic spreadsheet software?

- a) Microsoft Word
- b) Microsoft Excel
- c) Adobe Photoshop
- d) Mozilla Firefox

In a spreadsheet, what does a cell contain?

- a) Text only
- b) Formulas only
- c) Data, including text and numbers
- d) Images only

What is the default file extension for Excel spreadsheets?

- a) .docx
- b) .xlsx
- c) .pptx
- d) .txt

Which function is used to calculate the sum of a range of cells?

- a) AVERAGE
- b) COUNT
- c) SUM
- d) MAX

How do you create a formula in a spreadsheet?

- a) Start with a number
- b) Use the equal sign (=)
- c) Type the formula without any symbols
- d) Use the plus sign (+)

What is a range in a spreadsheet?

- a) A single cell
- b) A set of adjacent cells
- c) A chart
- d) A formula

Which key is used to move to the next cell to the right?

- a) Enter
- b) Tab
- c) Shift
- d) Ctrl

What is the purpose of the “Freeze Panes” feature?

- a) To hide data
- b) To lock specific rows or columns in view
- c) To protect the spreadsheet
- d) To change cell colors

What does the “Format” feature do in a spreadsheet?

- a) Changes the formula
- b) Alters the appearance of cells
- c) Deletes data
- d) Imports data

Answers:

- c) A software for organizing and calculating data
- b) Microsoft Excel
- c) Data, including text and numbers
- b) .xlsx
- c) SUM
- b) Use the equal sign (=)
- b) A set of adjacent cells
- b) Tab
- b) To lock specific rows or columns in view
- b) Alters the appearance of cells

What is the primary function of a spreadsheet program like Calc?

Ans: The primary function of a spreadsheet program like Calc is to organize, analyze, and manipulate data using rows and columns. It allows users to perform calculations, create charts, and manage data efficiently.

How can you enter data into a cell in a spreadsheet?

Ans: To enter data into a cell, click on the cell and start typing. Press Enter to confirm the entry or Tab to move to the next cell.

What is the difference between inserting a row and inserting a column in a spreadsheet?

Ans: Inserting a row adds a new horizontal line of cells above the selected row, while inserting a column adds a new vertical line of cells to the left of the selected column.

What keyboard shortcut can be used to delete a selected row in a spreadsheet?

Ans: The keyboard shortcut to delete a selected row is Ctrl + - (minus). This opens a dialog to confirm the deletion.

How do you delete a specific cell in a spreadsheet?

Ans: To delete a specific cell, select the cell, right-click, and choose "Delete" from the context menu. You can also press Delete on the keyboard to clear its content.

What are document properties in a spreadsheet?

Ans: Document properties are metadata that describe the file, such as the title, author, subject, keywords, and creation date. These properties help organize and manage files efficiently.

How can you access and modify document properties in a spreadsheet?

Ans: To access document properties, go to the "File" menu and select "Properties." Here, you can view and modify details like title, author, and other relevant information.

What does the "Format Cells" option do in a spreadsheet?

Ans: The "Format Cells" option allows users to change the appearance of selected cells, including number format, font style, background color, and border styles.

What is the purpose of the "AutoSum" feature in spreadsheets?

Ans: The "AutoSum" feature automatically calculates the sum of a range of selected cells and displays the result in the cell below or to the right of the selected range.

How do you save a spreadsheet document with a new name?

Ans: To save a spreadsheet document with a new name, go to the "File" menu, select "Save As," choose the location, enter the new name, and click "Save."