

# EXERCISE

## Q1. Fill in the blanks

1. For the custom format `##.000`, the number 242.59 will appear as 242.590
2. The intersection of a row and a column forms a cell.
3. In a spreadsheet functions are built in formulas
4. Labels are used to identify a value or a series of values.
5. Named Ranges are names that you define to represent a cell or cell range on a worksheet.
6. Calling cells by just their addresses (such as "A1") is called relative referencing.
7. An active cell is indicated by a bold rectangular border.
8. A spreadsheet is software for manipulating numbers.
9. A workbook may contain multiple worksheets.
10. 0 is a place holder that determines how many digits to display on either side of a decimal number.
11. Spreadsheet contains rows and columns and is used to record and compare numerical or financial data.
12. On a computerized spreadsheet, the intersection of a row and a column is called a cell.
13. Rows are generally identified by numbers 1, 2, 3, and so on.
14. Columns are identified by letters, such as A, B, C, and so on.
15. Cell is a combination of a letter and a number to identify a particular location within the spreadsheet.
16. Spreadsheets are also popular for testing hypothetical scenarios.
17. Spreadsheet is a collection of rows and columns and making a grid like structure.
18. The column and row combines to form a cell address.
19. Cell address is also called cell label.
20. Cell contains data e.g. text, numeric, a formula and a date is called cell value.
21. Formula is a combination of operands and operators.
22. Functions are built in formulas.
23. Commands are used to perform operations on the worksheet or its contents.

24. Spreadsheet's interface consists of a grid like structure and a set of various tools to perform different operations.
25. A grid like structure is called a worksheet.
26. More than one worksheet combined to form a workbook.
27. Formula bar is used to write certain formulas.
28. Standard toolbar located beneath the menu bar, has buttons for commonly performed tasks like adding a column of numbers, printing, sorting, and other operations.
29. Formatting toolbar located beneath the Standard toolbar bar, has buttons for various formatting operations like changing text size or style, formatting numbers and placing borders around cells.
30. The contents of the active cell always appear in the formula bar.
31. Name box displays the reference of the selected cells.
32. The place where data is entered in spreadsheet is called cell.
33. When a cell has control on it, it is called active cell.
34. In Active Cell Control is showed with a rectangular frame on the cell.
35. The cell without rectangular frame is called passive cells.
36. To enter data into a cell it must be active.
37. To change a cell into edit mode simply double click on it or press F2 key from the keyboard.
38. Labels are used to identify a value or series of values.
39. Reference identifies a cell or a range of cells on a worksheet
40. References to cells in other workbooks are called links.
41. By default, Excel uses a total of 256 columns and total 65536 rows.
42. A collection of cells is called a cell range.
43. Named Ranges in Excel allows you to assign a meaningful name to a single cell or a range of cells.
44. Formula is a mathematical expression that uses numbers, cell references or both.
45. Functions are predefined formulas that perform calculations by using specific values.
46. The structure of a function begins with an equal sign (=), followed by the function name, an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis.
47. Merge cell option combines two or ore selected cells into a single cell.