

SHORT QUESTIONS

Q.1. What is a Spreadsheet?

Ans. A Spreadsheet is application software that provides extensive tools for applying formulas and functions to perform calculations of numeric data.

Q.2. What is Formula?

Ans. Formula is a combination of operands and operators. Here operands can be cell references and values.

Q.3. What is Function?

Ans. Functions are built in formulas. You can give direct value or cell reference to the function for calculations.

Q.4. What is an Interface?

Ans. Interface represents a way through which you can interact with the Spreadsheet software. Spreadsheet's interface consists of a grid like structure (work area) and a set of various tools to perform different operations.

Q.5. What is an Active Cell?

Ans. When a cell has control on it, it is called active cell. Control is showed with a rectangular frame on the cell.

Q.6. What is a Passive Cell?

Ans. The cell without rectangular frame or have no control on it is called passive cells.

Q.7. What is a Label?

Ans. Labels are used to identify a value or series of values e.g. "Marks" can represent a column having marks of students. Label should be short and self explanatory. No mathematical operation can be applied on labels.

Q.8. What are Values?

Ans. Values are numeric data entered in a cell. These values can be whole numbers, decimals, negative numbers, currency and other types of values including scientific notations.

Q.9. What is a Cell Reference?

Ans. Cell reference is the address of cell in terms of column name and row number e.g. **A1** is a cell reference of a cell of column **A** and row **1**.

Q.10. What is a Cell Range?

Ans. Cell Range represents a collection of cells. You can refer a cell range in formula e.g. **A1:A100** is a range of cells from **A1** to **A100**.

Q.11. Which operator is used to refer a cell of different sheet?

Ans. To refer a cell from different sheet ! operator is used e.g. "**=A1+Sheet2!A2**" where the value of cell **A1** in the current worksheet is added to the value of cell **A2** in the worksheet named "**Sheet2**".

Q.12. What is Undo?

Ans. Undo reverse the last action.

Q.13. What is Redo?

Ans. Redo reverse the previous undo.

Q.14. What is Header and Footer?

Ans. The text that is added to the top margin of every page is called header and the text added to the bottom margin of every page is called footer.

Q.15. What is a Clipboard?

Ans. Clipboard is a temporary holding space in the computer's memory for data that is being copied or moved.