



Class:IX

CHAPTER -10

Subject : FIT

INTRODUCTION TO MICROSOFT EXCEL

1. Multiple Choice Questions (Tick the correct option) :

[ $\frac{1}{2} \times 4 = 2$ ]

- (a) A file in Excel is called as \_\_\_\_\_ .  
(i) Workbook  
(ii) Worksheet  
(iii) Workspace  
(iv) None of these
- (b) Formulae start with \_\_\_\_\_ sign.  
(i) /  
(ii) +  
(iii) -  
(iv) =
- (c) In excel workbooks are given \_\_\_\_\_ extension.  
(i) .docx  
(ii) .bmp  
(iii) .xlsx  
(iv) .txt
- (d) The shortcut key to enter the date in a cell is \_\_\_\_\_ .  
(i) CTRL + :  
(ii) CTRL + ;  
(iii) CTRL + ,  
(iv) None of these

2. Answer in short :

[1 × 4 = 4]

- (a) What is the method of copying formula?  
(b) How can you add currency symbol in front of a number?  
(c) What is a cell?  
(d) Write the options provide by text control.

3. Explain the following :

- (a) Look at the spreadsheet given below and answer the questions.

[ $\frac{1}{2} \times 4 = 2$ ]

	A	B	C	D	E
1	Roll No.	Name	Class Test-1	Class Test-2	Total Marks
2	101	Ram	80	70	
3	102	Rashmi	70	70	
4	103	Rashi	30	36	
5	104	Sunny	76	68	
6	105	Nisha	60	68	



- (i) Which cell is currently selected?  
(ii) What formula should be given in E2?  
(iii) What is the cell address of Roll no 102?  
(iv) What is the cell address of the total marks of Nisha?
- (b) Describe any two features of MS Excel. **2**
- (c) Write the steps to add new rows on the worksheet. **2**
- (d) Write the function of the following components : **[1×3 = 3]**
- (i) Formula bar  
(ii) Worksheet Area  
(iii) Status Bar