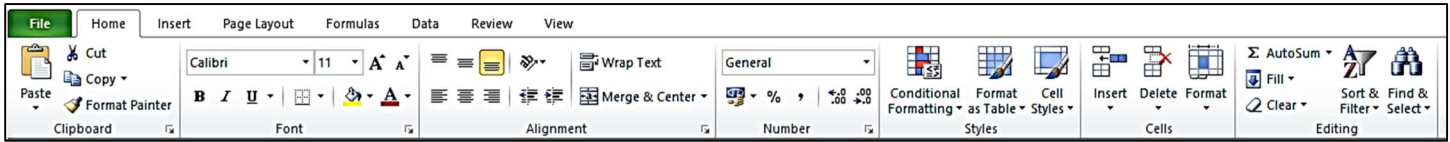
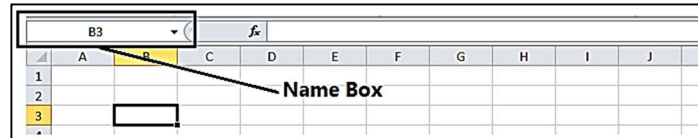


Q:3 Explain Ribbon in MS Excel.

Ans: Microsoft Excel ribbon is the panel of tabs and icons at the top of the Excel window. Excel ribbon contains almost all commands and features that we use during working in Excel. All these commands are organized into different tabs based on their functionality. Tab commands are logically subdivided into Groups. There are seven tabs in Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, and View.

**Q:4 What is Name Box?**

Ans: Name Box is a part of formula bar in Excel. It appears at the left side of the formula bar. It is an input box. Normally, it shows the address of active cell. For example, if we have selected the cell B3, this name box will show the active cell address as B3. We can also input the cell address in the Name Box to navigate quickly in a worksheet.

**Q:5 Explain Rows and Columns in MS Excel.**

Ans: Rows and Columns are the important part of a worksheet in Excel. These are explained below:

- **Row:** Rows are the horizontal lines of cells in the worksheet. Each row is identified by row number. Rows are named as 1,2,3,4, so on. There are total 1048576 rows in the Excel 2010 worksheet.
- **Column:** Columns are the vertical lines of cells in the worksheet. Each column is identified by column header. Columns are named as A, B, C, D, , AA, AB, . . . so on. XFD is the name of last column in Excel 2010. There are total 16384 columns in Excel 2010.

Que:5 Long Answer Type Questions:**Q:1 What are the Basic Operations for MS Excel worksheet?**

Ans: Some of the basic operations to be applied on Worksheets are given bellow:

- **Inserting New Worksheet:** BY default, 3 sheets are available in Excel 2010. We can insert a New worksheet easily by pressing shortcut key Shift + F11.
- **Renaming Worksheet:** We can also rename the worksheets in Excel. To rename a sheet, Right Click on Sheet Leaf → click on the 'Rename' option.
- **Removing Worksheet:** We can also remove a worksheet when it is no longer required. To remove a sheet, Right Click on Sheet Leaf → Click on 'Delete' option.
- **Copying a Worksheet:** We can also copy an existing worksheet. To copy a sheet, Right Click on Sheet Leaf that we want to copy → Click on 'Move or Copy' option.

Q:2 Explain the Features of MS Excel.

Ans: Following are some the important features of Microsoft Excel:

- **Easy Data Analysis:** MS Excel provides very advanced tools like Sorting, Filtering, etc. to analyze the data easily.
- **Conditional Formatting:** We can format our data based on different rules and conditions.
- **Data Validations:** It enables us to validate data based on certain criteria.
- **Easy to Store and Find Data:** We can store and find data easily in the worksheets.
- **Functions and Formulas:** Excel provides various types of functions and formulas to perform calculations.
- **Data Protection:** Sheets of MS Excel can be protected using passwords.

Q:3 Write the differences between Workbook and Worksheet.

Ans: Following are the difference between worksheet and workbooks:

Worksheet	Workbooks
1. The Worksheet is a single-page spreadsheet.	1. A workbook is just a file of Excel.
2. A Worksheet consists of Rows and Columns.	2. A Workbook consists of Worksheets.
3. Worksheets can be added in a workbook	3. Workbook cannot be added within the worksheet.
4. No worksheet can be saved without workbook.	4. Workbooks are saved individually with the extension .xlsx