

CHAPTER-3

EXERCISE QUESTIONS

A. Multiple Choice Questions (MCQs)

To insert a row in a table, you should click on which tab?

- (a) Home ☐ (b) Design ☐ (c) Layout ☒

How many basic steps does Mail Merge involve?

- (a) Two ☐ (b) Three ☐ (c) Four ☒

Which option is used to start the mail merge wizard?

- (a) Start Mail Merge ☐ (b) Mailings ☐ (c) Both (a) & (b) ☒

What is the horizontal series of cells in a table called?

- (a) Row ☒ (b) Column ☐ (c) Cell ☐

B. Fill in the blanks.

- 1.The intersection of rows and columns forms rectangular boxes called cell.
- 2.To move to the next cell in a table, press the Tab key.
- 3.The Merge Cells option is present in the Merge group on the Layout tab.
- 4.Splitting cells refer to dividing a single cell into multiple cells.
- 5.The main document contains the common text and the data source.

C. Write 'T' for true and 'F' for false statements.

- 1.You cannot merge the cells of a row in a table.-False
- 2.The vertical series of cells in a table is called a row.-False
- 3.The Borders option is available on the Design tab.-True

D. Answer the following questions:

Q1)What do you mean by a cell?

A1)A cell is a rectangular box formed at the intersection of rows and columns.

Q2)What are rows and columns?

A2)A column is a vertical series of cells, and a row is a horizontal series

Q3)Define mail merge?

A3)Mail Merge is a helpful tool in Word that allows you to create personalized documents, such as letters or labels, by combining a template with a data source.

Q4)What are the three basic steps of mail merge process?

A4)Mail Merge works in three simple steps:

-Create the Data Source

-Create the Main Document

-Merge the Data Source with the Main Document.

E.Competency/Applications-based questions.

Critical Thinking

Q1)Rajeev is a computer operator at ABC Company. This month, his company has made ten new clients. Where will he add the contact details of these new clients while using the Mail Merge feature?

A1)Rajeev should add the contact details of the new client to the data source (e.g., excel file).

EXTRA QUESTIONS.

A) MULTIPLE CHOICE QUESTION

1.Which feature changes table style?

a) Design tab ✓

b) View tab

c) Review tab

d) Help tab

2.Mail Merge is useful for:

a) same letter to many people ✓

b) drawing

c) gaming

d) calculation

3. Which key moves to previous cell?

a) Shift+Tab ✓

b) Ctrl+Tab

c) Enter

d) Esc

4) Formula starts with:

a) +

b) = ✓

c) -

d) *

5) Which option removes a row in a table?

a) Delete Row ✓

b) Add Row

c) Split Cell

d) Merge Cell

B. Fill in the Blanks

1. Main document is linked with data source

2. Rows run horizontally.

3. Two cells can be joined using Merge Cells.

4. Shift+Tab moves to previous cell.

5. Ctrl + J is shortcut for justify alignment.

C.True and False

- 1.Pictures can be inserted in table. True
- 2.Table Tools appear automatically when table selected. True
- 3.Insert tab is used to create table. True
- 4.A cell is outside the table. False
- 5.Mail Merge is used for drawing pictures. False

D .Name the Following

- 1.List of names and addresses — Data Source
- 2.Feature for many letters — Mail Merge
- 3.Arrangement of data in rows and columns — Table
- 4.Option for adding totals — Formula
- 5.Small box in a table — Cell

E.Match the Following

	COLUMN A		COLUMN B
1	To move through the cells	a	Ctrl + L
2	To perform calculations	b	The letter/email that is same for everyone
3	Result of SUM appears	c.	Layout tab → Formula
4	Left alignment shortcut	d	Press arrow keys
5	Main Document	e	In the selected Total cell

F.Answer the following questions

Q1)What do you mean by a table?

A1)A table is a structured arrangement of data (text and/or numbers) arranged in rows and columns

Q2)What is the use of table design in windows 10?

A2)Table Design is used to change the appearance of a table like

-Add or remove borders

-Apply shading / background color

Q3)Write any two ways of creating a table in Word 2019?

A3)Two ways of creating a table in Word 2019 are:-

-Using the Table Grid

-Using Insert Table Option.

Chapter -4

EXERCISE QUESTION

A. Multiple Choice Questions (MCQs)

Which component shows the address of an active cell?

(a) Formula ☐ (b) Name ☐ (c) Cell ☒

Which of the following shortcuts is used to open a file in Excel?

(a) Ctrl + P ☐ (b) Ctrl + O ☒ (c) Ctrl + S ☐

Intersection of a row and a column is called a

(a) Name ☐ (b) Cell ☒ (c) Row ☐

What is a cell with a dark boundary around it called?

(a) Active cell ☒ (b) Formula ☐ (c) Highlighted cell ☐

What is the extension of Excel files?

(a) .xlsx ☒ (b) .docx ☐ (c) .pptx ☐

B.FILL IN THE BLANKS

Ctrl + End Column F12 Data type

- 1.The vertical division of a worksheet is called Column.
- 2.F12 keyboard shortcut opens the Save As dialog box.
- 3.Data type describes the type of data to be entered in a worksheet.
- 4.A formula starts with an = sign.
- 5.Ctrl + End keyboard shortcut is used to go to the end of the worksheet.

C. Write 'T' for true and 'F' for false statements.

- 1.You cannot add more than one worksheet in a workbook. F
- 2.The Status bar also displays Zoom option. T
- 3.By default, a workbook contains 3 worksheets. F
- 4.Letters A to Z, AA to AZ are some of the column headings. T
- 5.You cannot edit data in cells. F

D. Match the following.

Column A	Column B
1. End of row	(c) Ctrl + Right Arrow
2. Top of worksheet	(d) Ctrl + Home
3. Save As dialog box	(a) F12
4. Open an existing file	(b) Ctrl + O

E. Answer the following questions:

Q1)What is Excel?

A1)Microsoft Excel is a spreadsheet application developed by Microsoft. It is used to create and format spreadsheets, which consist of data organized in rows and column.

What do you mean by a cell?

A2)A cell is an intersection of a row and a column.

Q3)Differentiate between a workbook and a worksheet.

WORKSHEET	WORKBOOK
1)It is a page in workbook	1)It is collection of worksheets.
2) Default names of worksheets are Sheet1, Sheet2 and so on	2)Default names of workbooks are Book 1,Book 2 and so on

Q4)Define Formula bar.

A4)Formula bar displays the contents of the current cell. It also displays the formula used in the cell.

Q5)Which keyboard keys will you use to move to the end of the row?

A5)Ctrl + Right Arrow key is used to move to the end of the row.

F. Competency/Applications-based questions.

Critical Thinking

Q1)Pooja has created a worksheet displaying the class timetable and wants to save it. Suggest the shortcut method she can use to save the worksheet.

A1)Ctrl + S

Q2)Rahul wants to create a worksheet for tracking monthly expenses. Suggest some shortcut keys he can use to navigate around the Excel worksheet.

A2)Ctrl + Home, Ctrl + End, Left Arrow, Right Arrow

G.NAME THE FOLLOWING (Pg56)

1.. Smallest unit of worksheet: A cell

2.A page in workbook- worksheet

3.A mathematical equation-Formula

4.They are labelled using A to Z: Columns

5.They are labelled from 1 to 1048576: Rows

6.It contains various groups: Ribbon

EXTRA QUESTIONS

A.MULTIPLE XHOICE QUESTIONS.

1.Excel 2019 is a _____ software.

- a) Drawing
- b) Spreadsheet ✓
- c) Presentation
- d) Browser

2.The title bar shows the _____ of current workbook.

- a) Size
- b) Name ✓
- c) Formula
- d) Date

3.Name box shows address of _____.

- a) Workbook
- b) Active cell ✓
- c) Sheet
- d) Formula

4.Ctrl + Home moves cursor to _____.

- a) Bottom
- b) Top of worksheet ✓

c) Right

d) Left

5.Ctrl + End moves cursor to _____.

a) First cell

b) Last cell with data ✓

c) Middle

d) Formula bar

B.True and False

1.Ctrl + W closes an excel workbook - True

2.Ctrl + O opens a file-True

3.Ctrl + F1 show or hide the Ribbon-True

4.Range means single cell only-False

5.Numbers cannot be entered in Excel -False

C.Fill in the Blanks

1.A cell can contain up to 32,767 characters.

2.A decimal point is used as a separator for decimal numbers.

3.American date format in excel is MM-DD-YYYY.

4.Current sheet is referred to as the active sheet.

5.Excel window has title bar at top.

D.Match the Following

	Coloumn A		Coloumn B
1	Ctrl+Shift+U	a	Go To dialog box.3

2	Ctrl+F1	b	MM-DD-YYYY 4
3	Ctrl+G	c	Exponentiation5
4	American date format	d	show or hide the Ribbon2
5	^ caret	e	expand or collapse the Formula Bar1

E .Answer the following

Q1)What are the three buttons on the right side of Title bar?

A1)The three buttons are:- Minimize,Maximize and close .

Q2)Write the use of 'Quick Access Toolbar'?

A2)It is a small toolbar, located above the Ribbon, that contains some frequently used commands like Save, Undo, and Redo.

Q3)What is the name of the first electronic spreadsheet and who created it?

A3)Visicalc is the first electronic spreadsheet and it was created by Dan Bricklin and Bob Frankston.

Q4)What do you mean by' Range of Cells' and 'Operator'?

A4)Range of Cells-When you select or highlight a group of adjacent cells,the area formed by these cells is known as a range of cells .

Operators-It is a symbol that specifies a particular action.

Q5)Write the use of the shortcut keys:-

i)UP Arrow ↑ -One cell Up.

ii)Shift +Tab-One cell Left

WORKSHEET-2

Based on Chapters - 3 & 4

A. Multiple Choice Questions (MCQs)

Which option in Word allows you to draw a custom table?

(a) Table Grid ☐ (b) Insert Table ☐ (c) Draw Table ☒

Which of the following components displays the active cell's contents?

(a) Status Bar ☐ (b) Formula bar ☒ (c) Title Bar ☐

Which tab in Excel 2019 contains options for saving and opening files?

(a) Home ☐ (b) Insert ☐ (c) File ☒

Which key combination is used to save a workbook in Excel?

(a) Ctrl + O ☐ (b) Ctrl + S ☒ (c) Ctrl + P ☐

B. Fill in the blanks.

1.To format text inside a table in Word, use the Design tab under Table Tools.

2.A cell is the intersection of a column and a row in Excel.

3.The Status bar in Excel displays the current status of cells and provides the Zoom option.

4.To open an existing workbook in Excel, click on the File tab and then the Open option.

C. Write 'T' for true and 'F' for false statements.

1.The "Name Box" in Excel displays the cell address of the active cell.

[T]

2.In Excel, the default names for worksheets are Sheet1, Sheet2, etc.

[T]

3.The "Merge Cells" option in Word allows you to split a cell into multiple cells.

[F]

D. Answer the following questions:

Q1)What is the “Formula Bar” in Excel used for?

A1) Formula bar displays the contents of the current cell. It also displays the formula used in the cell.

Q2)What is the function of the “Tab” key in Word?

A2)Tab key is used to move to next cell in Word.

Q3)What is a workbook in Excel?

A3)A workbook is a collection of one or more worksheets. The default names of the worksheets are Book 1, book 2 and so on.

Q4)How is a cell address formed in Excel?

A4)In Excel, a cell address is written by combining the column letter with the row number (e.g., A1)