A. Fill in the blanks.

1. MS Excel

2. Cell

3. Formula bar

4. Functions

5. Relative referencing

B. True or False

1. F

2. T

3. T

4. F

5. T

C. Tick the correct option.

1. =(2*3+7)*5

2. 30, 30

3. There will be correct calculations as tax rate must vary across the cities.

4. Start with an '=' sign and then point and click on the first cell, add an operator and then point and click on the next cell. Press TAB/ENTER to enter the formula in the cell and show the value.

Q.1 What is Microsoft Excel?

Ans. Excel is a spreadsheet application. Spreadsheets help in calculations using formulas, functions and data analysis.

Q.2 What is the difference between a formula and a function? Give example.

Ans. 1. A function is a built-in calculation, while a formula is a user defined calculation.

2. Functions are typed alongside parenthesizes, while all formula s must start with the equals sign.

Ex of function - Sum( ), Average( )

Ex of formula - =(a1+a2)

Q.3 What are the two things a Name box can show? Explain

Ans. Name box will show these two things-

1. Name of Function: When you type an equal to sign, Excel thinks you are going to use function and the name box a function name drop-down menu for you to choose from. If you click here, you will be able to choose a function without manually typing in the formula.

2. Cell Address- Cell address, or active cell being used in calculating the formula. The cell used in calculating a formula will be highlighted by a differently coloured marquee.

Q.4 What is cell referencing?

Ans. Cell referencing is the cells rather than values included in formulas or functions so that when the values change, the formulas linked to those cells containing changed values update calculations accordingly.

Q.5 What is the difference between relative and absolute referencing?

Ans. 1. Relative references change when a formula is copied to another cell while absolute references remain constant no matter where they are copied.

2. Relative references doesn't use dollar sign and it looks like: =a1+a2 while absolute references use dollar sign and it looks like: =a1+a2.