

BCM School, Basant Avenue, Dugri Road, Ludhiana
Class IX

Information Technology (402)

Chapter – Electronic Spreadsheet (Assignment)

Q1. Name any two spreadsheet softwares.

A1. The two spreadsheet softwares are:

- i. Libre Office – Calc
- ii. MS Excel

Q2. What is the extension of libre office Calc file and ms Excel file?

A2. Ms Excel - .xlsx or .xls
Libre office Calc - .ods

Q3. What is a worksheet?

A3. The worksheet in Calc is also referred to as spreadsheet. The spreadsheet can have many sheets. Each sheet can have many individual cells arranged in rows and columns. The sheet tab shows its default name as Sheet1, Sheet2, Sheet3...Sheet N.

Q4. What is the difference between Rows and Columns?

A4. The sheet is divided into vertical columns and horizontal rows. The rows are numbered as 1,2,3,4,... and columns are numbered as A, B, C, D, ..., Z,

Q5. Define Relative referencing, Mixed referencing and Absolute referencing.

A5. a) **Relative referencing:** When we drag the formula downwards in columns, the row number of the cell address gets one added. In the same way, when you drag the formula horizontally from the left to the right column, the column name of the cell address is added on to the next column letter.

b) **Mixed referencing:** As we have seen, when we drag the formula, row number or column name get change in relative reference. To overcome this problem, In Mixed Referencing, the \$ sign is used before row number or column name to make it constant. For example H2+C\$14 (To make row 14 constant) or H2+\$C14 (To make column C constant)

c) **Absolute referencing:** In Absolute referencing, a \$ symbol is used before the column name as well as row number to make it constant in any formula.

For example, \$C\$12, \$D\$5, etc. In this case, even if you drag your formula in any direction, the cell name remains constant.

Q6. What are the advantages of using Chart in Libre Office Calc?

A6. Advantages of using Chart in Libre Office Calc are as follows:

- a) It is much easier to understand.
- b) With the help of a chart, data and information can be presented in an attractive manner.
- c) A chart is more impressive and informative

	A	B	C
1		4	
2		8	
3		7	
4		3	
5		9	
6			
7	sum		
8	average		
9	max		
10	min		
11	count		
12			

Q7. Based on the given table answer the following questions:

- i) Write the formula to calculate the sum of cell B1 to B5 and display the result in cell B7.
- ii) Write the formula to calculate the average of cell B1 to B5 and display the result in cell B8.
- iii) Write the formula to find the largest no. from cell B1 to B5 and display the result in cell B9.
- iv) Write the formula to find the smallest no. from cell B1 to B5 and display the result in cell B10.
- v) Write the formula to count the no. of elements in cell B1 to B5 and display the result in cell B11.

A7.

- i) Click on cell B7 and type =SUM(B1:B5)
- ii) Click on cell B8 and type=AVERAGE(B1:B5)
- iii) Click on cell B9 and type =MAX(B1:B5)
- iv) Click on cell B10 and type =MIN(B1:B5)
- v) Click on cell B11 and type =COUNT(B1:B5)

Q8. How many types of data is used in MS Excel?

A8. Data is entered in cells in a worksheet which is used for calculation and for label in a table. There are four types of data in spreadsheet.

- 1) **Numeric Data:** Number (0 -9) comes under numeric data which is aligned toward right side of the cell. Numeric data is called operand in a formula.
- 2) **Text Data:** Alphanumeric data in which letters, space, and digits come in this category. Text data is aligned at left side in a cell.
- 3) **Data & Time:** Data and time are values which can be added and subtracted in a worksheet. They are aligned at right side in a cell.
- 4) **Formula:** A formula is an arithmetic expression which performs calculation. It has operands and operator and it always begin with equal to (=) sign.

Q9. What are the common errors in MS Excel?

A9.

Errors	Reasons
####	Value wider than cell
#VALUE	Wrong Operand
#NAME	Doesn't recognize text in formula
#NUM	Problem with number in formula
#REF!	Wrong cell reference
#DUV/0!	Division by Zero in formula

Q10. What is the use of Auto fill in MS Excel?

A10. In Auto fill feature MS Excel generates predefined series such as days of a week, months of a year, and predefined series automatically when a user gives initial values. **Steps to use Auto Fill:**

- 1) Type initial values like day of a week.
- 2) Select both cells. An Auto fill handle appears at bottom-right corner.
- 3) Click the Auto fill handle and drag it down.

Q11. Assertion and reason

A11. (b)