

**BCM School, Basant Avenue, Dugri Road, Ludhiana**  
**Class IX**  
**Information Technology (402)**  
**Chapter – Electronic Spreadsheet (Assignment)**

1. Name any two spreadsheet softwares.
2. What is the extension of libre office Calc file and ms Excel file?
3. What is a worksheet?
4. What is the difference between Rows and Columns?
5. Define Relative referencing, Mixed referencing and Absolute referencing.
6. What are the advantages of using Chart in Libre Office Calc?

	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			

7. 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.

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

9. What are the common errors in MS Excel?

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

11. Assertion(A) all the formulas and functions must start with equals(=) sign.

Reason(R) The spreadsheet package contain different kind of function to meet specific requirement of every individual.

(a) Both assertion and reason are true, and reason is the correct explanation of assertion.

(b) Both assertion and reason are true, but reason is not the correct explanation of assertion.

(c) Assertion is true, but reason is false.

(d) Assertion is false, but reason is true