

## ➤ Important terms:-

### Words to Know



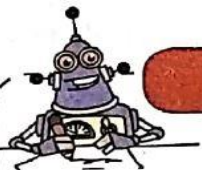
- **Auto Fill:** A feature in Excel that allows you to quickly create series of numbers, dates or other items that follow a particular pattern.
- **Cell:** The basic unit of a worksheet or a table formed by the intersection of a row and a column used for entering data in Excel.
- **Cell pointer:** The thick green boundary that surrounds the active cell in Excel.
- **Excel:** A spreadsheet software used for storing, organising and manipulating sets of numbers in the row and column format.
- **Fill Handle:** The small black square that appears when the mouse pointer is placed at the lower-right corner of the selected cells in Excel used for generating series of numbers, dates and so on.
- **Flash Fill:** A feature in Excel that fills the data in cells by picking up the pattern set in the example.
- **Range of cells:** A group of cells adjacent to each other forming a rectangular shape.
- **Spreadsheet Software:** An application software that allows you to arrange and manipulate numerical data in row and column format.
- **Workbook:** The Excel document consisting of multiple worksheets stored under a single file name.
- **Worksheet:** A work area made up of horizontal rows and vertical columns wherein you enter and work with data in Excel.

### RECAP ZONE



- We can enter numbers, dates and time, formulas and text in a cell on a worksheet.
- Using Auto fill and Flash Fill, data can be filled in the cells based on a pattern.

### Practice Zone



State whether the following statements are True or False.

1. The formula bar contains the contents of the current cell. \_\_\_\_\_
2. The entry 345S will be treated as a text entry in Excel. \_\_\_\_\_
3. The address of cell formed by intersection of row 5 and column D is 5D. \_\_\_\_\_
4. A workbook is a collection of only three worksheets. \_\_\_\_\_
5. We can enter symbols such as , and % in a number value. \_\_\_\_\_

### Answers of Practice Zone:-

- (1) True      (2) False      (3) False      (4) False      (5) True

**ASSESSMENT  
ZONE**



**A. Choose the correct answer.**

- Which area in an Excel window displays the address of the current cell?
  - Name box
  - Formula bar
  - Status bar
  - Quick Access toolbar
- What is the Auto Fill feature of Excel?
  - It automatically completes abbreviated words.
  - It completes numeric entries that match an existing entry in the same column.
  - It fills cells with a series of numbers, dates or other items that follow a particular pattern.
  - All of the above
- Which of the following will not be treated as a number value in Excel?
  - 45,000
  - \$23400
  - 567%
  - (89)-2345
- The Flash Fill option is present under which tab?
  - Home
  - Data
  - Insert
  - Review

**Answers of Assessment Zone:-**

(1)- a

(2)- c

(3)- d

(4)- b

**B. Fill in the blanks using the words given in the box.**

Auto fill   cell   Formula bar   workbook   range of cells   Flash fill

- A \_\_\_\_\_ is formed when a row and a column intersect.
- Jan, Feb, Mar, ... series can be generated using the \_\_\_\_\_ feature of Excel.
- A feature that lets you fill the data in cells by picking up the pattern set in the example is \_\_\_\_\_.
- \_\_\_\_\_ displays the contents of the active cell.
- A group of cells adjacent to each other forming a rectangular shape is referred to as \_\_\_\_\_.
- A collection of worksheets stored under a single file name is called \_\_\_\_\_.

**Answers of "B" Section:-**

(1) cell (2) Auto fill (3) Flash fill (4) Formula bar (5) Range of cells (6) workbook

**C. Answer the following questions:-**

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1. What is the difference between a worksheet and a workbook?
2. What are the different types of data that can be entered in Excel?
3. Give the cell address of the cell formed by the intersection of:
  - a) twentieth row and seventh column.
  - b) hundredth row and eighth column.
4. Discuss any two ways to add new worksheets in Excel.
5. What is the difference between Auto Fill and Flash Fill features in Excel?

1. **Answer:-** Worksheet is the work area made up of horizontal rows and vertical columns wherein you enter and work with data in excel.

But,

Workbook is a collection of multiple worksheets stored under a single file name.

2. **Answer:-** We use different types of data in excel like numbers, date and time, formulas and text.

3. **Answer:-** (a)- G20 (b)- H100

4. **Answer:-** (i) The quickest way is to click the New Sheet button at the end of the worksheet tab.  
(ii) Click the arrow below the insert option in the cells group on the home tab. A drop-down list is displayed. Choose the Insert sheet option.
5. **Answer:- Auto fill:-** It is the special feature in excel that allows you to quickly create series of numbers, dates or other items that follow a particular pattern.

But,

**Flash fill:** - It is also a special feature in excel that fills the data in cells by picking up the pattern set in the example.

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