spread sheet

One Marks

1. Write an example for spreadsheet package
   Microsoft excel
2. What is a spread sheet?
   A spreadsheet is a software tool for entering, manipulating and analysing sets of number.
3. Expand ESS
   Electronic Spread Sheet
4. What is worksheet
   The ESS document is work sheet
5. Define sorting
   It is the process of arranging data
6. Define filter
   selecting a value using some feature
7. How many rows and columns are present in a worksheet?
   65,536 (10, 48,576) rows and 256 (16,384) columns are there in the worksheet.
8. What is a cell?
   The intersection of rows and columns is called a cell.
9. What is a chart?
   Chart is a pictorial or graphical representation of numeric data.
10. What is data form?
    The data form in excel allows you to add, edit and delete record(row) and display only those record that meet certain criteria
11. How do we include formula n a worksheet?
    To add the formula select the cell put equal sign and type the formula.
12. What is cell address?
    Every cell is identified by unique address called cell address, which includes the column alphabet followed by the row number.
13. What is the extension with which a workbook is saved
    A workbook is saved under the extension .xls or .xlsx.
14. Why the cellpointer is used?
    A rectangular box which is used to identify the active cell is called cell pointer.
15. What is workbook?
    A workbook is a multipage Excel document.

Five marks

1. Give the features of spread sheet
   a) Tip wizard : provides helpful tips and techniques based on what you are doing more efficient
   b) External Data: Allows you retrieve or load data from external data source and use it in your worksheet.
   c) Autosum: You can add a large range of data by simply selecting a tool button.
   d) Autofill: Helps you to fill rows or columns with series of data
   e) Financial Analysis: Used to make quick and easy financial analysis You can also analyses data and create presentation with charts.

f) Drag and drop features: Helps you to move the data and text from one place to another simply by dragging the data with help of mouse

2. Explain the steps involved in drawing chart
   Select the range of value from spread sheet
   Click on insert the insert menu
   Select type of chart and style and click on insert
3. Explain different types of charts used in ESS
   Column chart: It typically displays the categories along the horizontal axis and values along vertical axis
   Line chart: It shows how the continuous data over time on an evenly scaled axis
   Pie chart: It shows the size of the item in one data series, proportional to the sum of the terms
   Bar chart: It typically displays the categories are organised along the vertical axis and value along horizontal axis
   Area chart: It can be used to plot change over time and draw attention to the total value across a trend
4. Discuss date function of ESS
   today(): This function displays todays system date
   Syntax: =today()
   now(): return current system date and time
   syntax: now()
   year() : return the year of the date
   syntax: =year(sno)
   date(): Returns the number that represent date
   syntax: =date(year, mnth,date)
   month(): returns the month number 1 for January and 12 for December
   syntax: month(sno)
5. Explain various statistical function used in ESS with example
   Max(): This function is used to find the maximum value of the given cell range
   syntax: =max(A1:A10)
   Min(): This function is used to find the minimum value of the given cell range
   syntax: =min(A1:A10)
   small(): Find k^{th} smallest value in the range
   syntax: =small(A1:A10,2) will find second smallest value in the cell from A1 to A10
   Average(): return average value of its argument
   Syntax: =average(3,2,1) will gives output 2
   Couunt(): Counts the number of the cell in the range that contains the value
   Syntax: =count(cell range)
6. Explain the mathematical functions used in ESS
   ABS(): returns the absolute value of the number without sign
   Example:= abs(-5) will give 5
   fact(): Returns the factorial of a number
   Example:= fact(5) will gives 120
   GCD(): Returns greatest common divisor
   Example:= gcd(2,3) will gives output 1
   LCM(): Returns least common multiple
   Example:=lcm(2,3) will gives output 6

sqrt(): Returns square root of a number
Example: sqrt(25) will gives output 5

7. Write the application of spread sheet
   * The ESS is the best tools for all the text and calculation involved application
   *The accounting balance sheet generation for the auditing
   *Graphical representation of statistical data
   *In schools for presentation of graph and chart
   * Multiple accounting
8. Explain the text functions used I the spread sheet
   l**en()**:returns the number of character in a text or string
   Example:=len("sms") will give 3
   Trim(): Removes leading and trialling space of a given string
   Example:=trim(" sms ") will gives sms
   lower(): Convert all text in a string into lower case
   Example: =lower("SMS") will give sms
   Upper(): Convert all text in a string into upper case
   Example: =upper("sms") will give SMS
   char(): Returns the character specified by the number given based on ASCII value
   Example: =char(65) will gives A