

SATISH CHANDRA MEMORIAL SCHOOL

Class 5 — Computer Science | Smart Bytes

Chapter: Introduction to MS Excel (Let's Solve and Learn! Pages 46 & 47) | Teacher: Debanjan Sir

A. FILL IN THE BLANKS

1. The **Title** Bar displays the name of the workbook at the top of the window.
2. To add a new worksheet, press **Shift + F11** on your keyboard.
3. In Excel, each individual page within a workbook is called a **Worksheet**.
4. To rename a worksheet, **right-click** the sheet tab and select 'Rename'.
5. The **Quick Access** Bar provides shortcuts to frequently used commands like Save, Undo, and Redo.

B. WRITE T (TRUE) OR F (FALSE)

No.	Statement	Answer
1.	Excel can only be used for performing mathematical calculations.	F (False)
2.	The Name Box shows the reference (address) of the active cell.	T (True)
3.	Pressing Ctrl + End will take you to the first cell of the worksheet.	F (False)
4.	A workbook in Excel can contain multiple worksheets.	T (True)
5.	The Status Bar is used to display the formula in the selected cell.	F (False)

C. ANSWER THE FOLLOWING QUESTIONS

1. What is the purpose of the Formula Bar in Excel?

Ans: The **Formula Bar** displays the data or formula entered in the active cell. It allows users to view, enter, and edit the contents or formulas of a selected cell.

2. How can you rename a worksheet in Excel?

Ans: To rename a worksheet:

1. Right-click on the desired **Sheet tab** at the bottom of the window (or double-click on the tab).
2. Select '**Rename**' from the context menu.
3. Type the new name for the worksheet and press **Enter**.

3. Explain how to enter data into a cell in Excel.

Ans:

1. Click on the specific cell where you want to add data to make it the **active cell**.
2. Type the numbers, text, or formula using the keyboard.
3. Press the **Enter** key (or **Tab** / Arrow keys) to confirm the entry.

4. What is the difference between a workbook and a worksheet in Excel?

Workbook	Worksheet
A Workbook is the entire Excel file (like a complete notebook).	A Worksheet is a single page/sheet within a workbook (like a page of a notebook).
It is made up of one or more worksheets.	It is made up of a grid of individual rows and columns (cells).

5. Why is it important to save your workbook regularly while working?

Ans: Saving regularly prevents data loss in case of unexpected power failure, system crashes, or computer shutdown. It ensures all your latest work and changes remain safely preserved.

D. MATCH THE TERMS WITH ITS DESCRIPTION

Term (Column A)	Match	Correct Description (Column B)
1. Title Bar	→ (3)	Displays workbook name
2. Quick Access Bar	→ (4)	Contains shortcuts like Save
3. Sheet Tab	→ (2)	Allows navigation between sheets
4. Formula Bar	→ (1)	Displays cell contents or formulas
5. Active Cell	→ (5)	Selected cell with a thick border
6. Name Box	→ (6)	Shows the address of the active cell

E. APPLY YOUR KNOWLEDGE

1. Track your class attendance in Excel. How would you set up your worksheet to record and easily access this information?

Ans:

1. **Create Table Headers:** In Row 1, add columns for *Roll No.*, *Student Name*, *Dates* (e.g., *01-Aug*, *02-Aug*, etc.), and *Total Attendance*.
2. **Enter Student Details:** Fill in the roll numbers in Column A and student names in Column B.
3. **Mark Daily Attendance:** Enter 'P' for Present and 'A' for Absent under each date.
4. **Calculate Totals:** In the Total Attendance column, use the formula `=COUNTIF(C2:AG2, "P")` to automatically count total present days.

2. Imagine you need to monitor your monthly expenses. Explain how you can use Excel to create a simple budget, track your expenses, and visualise your spending using charts.

Ans:

1. **Set Up Budget Table:** Create columns for *Expense Category* (e.g., Books, Snacks, Transport, Stationery), *Budget Amount*, and *Actual Spent*.
2. **Calculate Total Expenses:** Use the `=SUM( )` formula at the bottom of the columns to find the total budget and total amount spent.
3. **Track Difference:** Add a *Savings/Difference* column using the formula `=Budget - Actual Spent`.

4. **Visualise with Charts:** Select the Category and Actual Spent columns, click on the **Insert** tab, and select a **Pie Chart** or **Column Chart** to clearly see spending patterns.