

SATISH CHANDRA MEMORIAL SCHOOL

Department of Computational Thinking & Artificial Intelligence (CT & AI)

Subject: Computer Science (CT & AI) | Class: Standard 5 | Book: Smart Bites (PW)

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PAGE 59 Section A: Fill in the blanks

1. To enter a number in Excel, select a cell and type the **number**.
2. The shortcut key to copy data in Excel is **Ctrl + C**.
3. **Center** alignment centres the text on the page.
4. The function used to find the highest value in a range is **MAX**.
5. To undo an action, we press **Ctrl + Z**.

PAGE 59 Section B: Write T (True) or F (False)

1. You can only enter numbers in Excel cells. — **F (False)** *[Cells can hold text, dates, times, and formulas too]*
2. The SUM function adds up a range of cells. — **T (True)**
3. You can't change the colour of text in Excel. — **F (False)** *[Font color can be easily changed from the Home tab]*
4. We cannot add more rows between two rows. — **F (False)** *[New rows can be inserted between existing rows at any time]*
5. The MAX function finds the lowest value in a range of numbers. — **F (False)** *[MAX finds the highest value; MIN finds the lowest value]*

PAGE 60 Section C: Answer the following questions

1. What is the purpose of the AutoFill feature in Excel?

Answer: The **AutoFill** feature allows users to quickly fill a predefined series of numbers, days of the week, months, or consecutive dates into adjacent cells automatically, saving time from entering each value manually.

2. Explain how you can use the SUM function in Excel with an example.

Answer: The **SUM** function adds together all numerical values across a specified range of cells.

Example: Entering **=SUM(A1:A5)** into a cell will calculate and display the total sum of all values located from cell A1 through A5.

3. How can you change the font colour of text in Excel?

Answer:

1. Select the cell or range of cells containing the text.
2. Click on the **Home** tab on the Ribbon.
3. In the **Font** group, click the drop-down arrow next to the **Font Color** icon (letter 'A' with a colored underline).
4. Choose and click your desired color from the color palette.

4. Describe how to select a range of cells in Excel.

Answer: Click on the starting cell of the desired range, press and hold down the **left mouse button**, drag the mouse pointer across rows and columns to the ending cell, and then release the mouse button.

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Section D: Match the following

Column A	Column B (Correct Match)
1. Ctrl + Z	2. Undo
2. =AVERAGE(A1:A10)	4. Calculate the average
3. Font Size	Changes the size of characters/text
4. Justify	Aligns text evenly along both margins
5. Bold Text	5. Makes text thicker and darker

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Section E: Apply Your Knowledge

1. Ria has entered a list of students' scores in a column. She wants to find the highest and lowest scores. Which functions should she use, and how should she enter them in Excel?

Answer:

- **Highest score:** Use the **MAX** function. Entered as: **=MAX(A1:A10)**
- **Lowest score:** Use the **MIN** function. Entered as: **=MIN(A1:A10)**

(where A1:A10 represents the column range containing the students' scores).

2. Sarah is creating a budget spreadsheet. She wants to add up her expenses for the month, which are listed in cells A1 to A10. What function should she use, and how should she write it?

Answer:

- **Function to use:** **SUM**
- **Formula to enter:** **=SUM(A1:A10)**

3. Emma has entered the days of the week from Monday to Wednesday in cells A1 to A3. She wants to quickly fill in the rest of the week. How can she use AutoFill to do this?

Answer:

1. Select the cells **A1 to A3** (containing Monday, Tuesday, Wednesday).
2. Move the mouse pointer to the bottom-right corner of cell **A3** until the cursor transforms into a small black plus sign (**Fill Handle**).
3. Click and drag the fill handle downward through cells **A4 to A7**, then release the mouse. Excel will automatically populate Thursday through Sunday.