



CAMBRIDGE

INTERNATIONAL SCHOOL

Summer Assignment – Class 5th

Subject: Computer

Chapter: Introduction to MS Excel 2010

A. Answer the Following Questions

1. What is MS Excel 2010?
2. What is the difference between a Workbook and a Worksheet?
3. What is a Cell? How is a cell address written?
4. What is the Active Cell?

B. Think and Answer

1. Riya wants to write the numbers 1 to 20 in a column. Which Excel feature will help her complete this task quickly?
2. Your teacher asks you to add a new subject between English and Maths in an existing marks table. What will you insert—a row or a column?
3. A workbook has 5 worksheets. If you add one more worksheet, how many worksheets will the workbook have?
4. When you open MS Excel 2010, the title bar shows "Book1" by default. Can this name be changed?
5. Neha wants to add a new student's details between two existing students without deleting any data. Which Excel feature should she use?
6. The text entered in a row looks crowded because the row is too small. Which feature will help make the row taller?
7. The heading "Student Name" is not fully visible because the column is too narrow. What should you do to make the complete heading visible?

C. Fill in the Blanks

1. A workbook contains one or more _____.
2. The intersection of a row and a column is called a _____.
3. Rows are identified by _____.
4. Columns are identified by _____.
5. Every formula in Excel begins with the _____ sign.
6. The _____ feature helps fill a series automatically.

D. Write the Steps

1. Write the steps to insert a new row.
2. Write the steps to insert a new column.
3. Write the steps to insert a new worksheet.

