

## **CHAPTER 16**

### **SPREADSHEET**

#### **One mark questions:**

1. Expand ESS? (U)
2. What is a spread sheet? (U)
3. What is workbook? (U)
4. What is an absolute reference? (K)
5. What is a relative reference? (K)
6. Give an example for spreadsheet. (K)
7. What is a work sheet? (U)
8. How many rows and columns are present in a worksheet? (A)
9. What is cell? (U)
10. What is cell address? (U)
11. What is cell pointer? (U)
12. What is the use of formula? (A)
13. Give the format of entering date in a worksheet by default? (A)
14. Why is the auto format option used? (U)
15. How do we include a formula in a worksheet? (S)
16. What is a chart? (U)
17. What is the advantage of using a chart wizard? (U)

#### **Two marks questions:**

1. What is the purpose of using ESS? (K)
2. Give any two features of spread sheet. (K)
3. Explain the terms cell, cell address with suitable example. (U)
4. What are the steps to activate ESS? (S)
5. What are the types of data used in ESS? (U)
6. Explain the steps used to add rows and columns to a worksheet. (S)
7. What is the range of numbers possible in a worksheet with version? (A)
8. Explain the steps used to change the size of rows and columns in a worksheet. (S)
9. Explain the steps of using the auto format option. (S)
10. Explain the use of any two mathematical functions with suitable examples. (A)
11. Explain the use of any two statistical functions with suitable examples. (A)
12. Explain the use of any two financial functions with suitable examples. (A)
13. Explain the use of any two text functions with suitable examples. (A)
14. Classify the types of graph? (K)
15. What is data form? (U)

#### **Three marks questions:**

1. Give the area ESS is used in detail. (A)
2. Give the features of a spreadsheet. (U)
3. Explain the screen layout of a worksheet in detail. (A)
4. Explain the options of the standard toolbar in detail. (A)
5. Explain in detail the types of data and the range of values that can be used in a worksheet. (K)

- 6.Explain the various options of the formatting toolbar. (K)
- 7.Explain the use of the various statistical functions with suitable example. (A)
- 8.Explain the use of financial functions with suitable examples (A)
- 9.Explain the steps involved in drawing a chart. (S)
10. How can data from the other packages be imported in ESS? (S)

**Five marks questions:**

- 1.Give the features of a spreadsheet. (U)
- 2.Explain the screen layout of a worksheet in detail. (U)
- 3.Explain the steps involved in drawing a chart. (U)
- 4.How can data from the other packages be imported in ESS? (U)
5. Explain the default alignments text and numerical with examples. (U)
6. Explain any five built-in functions in detail. (U)
7. State the use of the following functions. (U)  
(a) max (b) min (c) sum (d) average (e) if
8. State the purpose of the following functions. (U)  
(a) Date (b) Day (c) Now (d) Today (e) Year