

Date 22-05-2020

Class - 7th
Sub- Computer Science
Note & Howto

[1]

⇒ Introduction:- MS. Excel is a software developed by Microsoft Corporation that allows users to organize, format and calculate data with formulae.

⇒ Alignment of cell entries:- There are six types of alignment in MS. Excel -

- 1- Align Text Left
- 2- Center
- 3- Align text Right
- 4- Top Align
- 5- Middle Align
- 6- Bottom Align

⇒ Merge and center the cells:- Merging the cells combines two or more cells to create a new, larger cell. After merging text or value are align center.

⇒ Split merged cells:- Splitting cell means divide one cell or merged cell into two or more cells.

⇒ Cell Address or cell Reference:- A cell Address shows the location of a cell in the worksheet. Cell Reference is a combination of letter and a number that specifies the the column and row in which cell is located in worksheet.

— There are three types of cell Reference:-

- 1- Relative cell Reference / 2- Absolute cell Reference / 3- Mixed cell Reference.

- 1- Relative Cell Reference:- Relative cell reference are basic cell reference that adjust and change when copied or when using autofill. As:- A1, B1, C1 etc. ---
- 2- Absolute cell Reference:- Absolute cell reference does not change when copied or filled. It has dollar (\$) sign attachment within Row and Column Reference. As:- \$A\$1, \$B\$1, etc.
- 3- Mixed cell Reference:- Mixed cell reference are two types:-

A- Relative & Absolute cell Reference:-

In this reference Row does not change, column are change. As:- A\$1, B\$1, etc.

B- Absolute & Relative cell Reference:-

In this Reference Column does not change, Row are change. As:- \$A1, \$B1, etc.

H.W.

- Q.1- What is merging? Write the steps to merge four cells?
- Q.2- Write down above topics on your notebook and learn.
- Q.3- Difference between relative and absolute cell Reference.
- Q.4- What do you understand by cell address? What are its types?