

Date
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Class - 8th
Sub - Computer Science
Note & H.W.

[1]

⇒ About M.S. Excel:- M.S. Excel is a spreadsheet developed by Microsoft. Spreadsheets are used for accounting, time sheet, schools and many other places.

Spreadsheet Made up of:-

- 1- Columns (Columns run vertically)
- 2- Rows (Rows run horizontally)
- 3- Grid lines
- 4- Cells

★ Column:- A column is defined as the vertical series of cells or vertical space that is going up and down the window in a spreadsheet. Columns are counted in alphabetical order (A, B, C, D, ...)

★ Row:- A row is defined as the horizontal series of cells or horizontal space that is going across the window. Rows are counted in numerical order (1, 2, 3, ...)

★ Gridline:- It is also known as column separator or row separator. It divided each of the cells, rows, and columns in a spreadsheet.

★ Cells:- A spreadsheet comprises of a grid of cells. The spaces that hold items of data and information are called cells.

★ Active cells:- It is also known as cell pointer or selected cell. Data Always input in active cell.

➔ Types of data entered in spreadsheet:-

★ Labels:- They contains only text and no numerical values.

★ Values:- They contain only numbers and no text.

★ Formulae:- They contain the mathematical equation used for calculations.

➔ Header and footer:- The header and ~~Footer~~ Footer tool helps in showing information in the header or footer, at the top or bottom of each printed page easily.

➔ Chart in M.S. Excel:- Chart are visual or pictorial representations of the worksheet data. They make it easier to understand the data in a worksheet.

➔ Types of chart:-

- 1 - Column, 2 - Line, 3 - Pie, 4 - Bar
- 5 - Area, 6 - X Y (Scatter), 7 - Stock
- 8 - Surface, 9 - Doughnut, 10 - Bubble, 11 - Radar

Howo

Q.1:- Write down above topics in your notebook and learn.

Q.2:- Make a chart showing charts in Excel and their types.

Q.3:- Difference between scatter chart & stock chart

Q.4:- Difference between Row and column.