

Good Morning Students,

Students, this lesson is for class VII, for the subject of Computers. Topic is 'Spreadsheet - An Introduction' which is covered in ch-5, starting on page no. 54, given in your textbook titled 'Logix 7'.

So, I hope all the students are ready for today's lesson. Students, in your previous classes you have learnt about MS Word, MS Paint etc. These are important applications of MS Office. Today we will learn about Microsoft Excel, it is one of the most popular spreadsheet software, widely used to perform mathematical calculations. Excel provides us pre-designed formulas, functions etc. that make our work easy.

Features of Excel :-

1. Formulas are mainly used for performing simple and complex mathematical calculations.
2. MS - Excel presents the data in tabular form.
3. Data can be searched quickly and if required replaced instantly.
4. Data can be presented in the form of charts, that helps us to understand, compare data in an effective manner.

Spreadsheet :- A spreadsheet is a worksheet in which we can manage data in the form of columns and rows.

Worksheet :- A worksheet is also known as spreadsheet. It is a white sheet visible on the screen in which small cells (box) are available. It is a grid like area, made up of rows and columns. A worksheet consists of 1,048,576 rows and 16,384 columns. Columns are represented by alphabets on the top and rows by numbers on the left side of the worksheet.

Workbook :- A workbook is like a file in which a number of worksheets and charts can be stored. Workbook is like a notebook which consists of a number of pages called worksheets.

Children, I am giving you three minutes break. During break read all the side boxes given on page no. 55.

Welcome back children, let us resume the topic.

Components of a Worksheet :-

1. Cell :- A box where a column and a row cross or intersects each other is known as a cell. Each and every cell has an address, it is

called as cell address for eg. A5, B12, C3 etc. A, B, C --- are column name and 5, 12, 3 -- etc are row ~~no~~ numbers. So the combination of column letter and row number forms a cell address.

2. Active cell :- It is that cell in which we can enter data. A thick black border appears around the active cell.

3. Range :- A group of adjoining cells is called as range. It can be small as a single cell or as big as an entire worksheet. To specify a range, first write the starting cell address then put colon symbol (:) and now write ending cell address.

4. Name box :- It is on the left side of the window. It displays the location of the cell pointer.

5. Formula Bar :- This bar shows the data and formulas that we enter in an active cell.

6. Column Headings :- The letters from A to Z with which we can differentiate between columns are called column heading. There are 16,384 columns in a worksheet.

7. Row Headings :- The numbers marked from 1 to 1,048,576 which represents rows are known as row headings.

children, now I am ending the lesson here. Kindly read the given assignment carefully.