

Entering Data :- children, to enter data in worksheet follow the given steps :-

1. Click on the 'Start' button of your screen.
2. Now click on 'All Programs' and you will get option 'Microsoft office', from there you will get 'MS Excel'. Click on that and a MS Excel window will open named as Book 1.
3. As you can see the work area of Excel given in figure 5.3 on page no. 57. Click on any cell, where you want to enter data like A1, B2.
4. Type your desired information or data.
5. For moving from A1 to B1 press Right Arrow key and from A1 to A2 press Down Arrow key.
6. Like this you can move from one cell to another and can enter your data.

Children, our next topic is 'Types of Data'. There are three types of data that can be entered in a MS Excel worksheet.

1. Numbers :- These are the digits from 0 to 9 and characters like +, -, !, @ etc. They can be used in calculations.
2. Text :- It contains alphabets, numbers, spaces and special characters. Text data is not used for calculations.
3. Formulae :- It is mathematical equation that includes values, operators (+, -) and cell address (A1, C3), used to perform calculations. Formula always begin with an equal to (=) sign.

'Performing Calculations'. Mathematical operations like addition, subtraction, multiplication and division of numbers can be done either using formulas or pre designed functions. Refer figure 5.4 'Applying Formula' given on page no. 58. As you can see data is entered in various cells of worksheet. So if you want to find sum or total of numbers then you can either use formula =Sum(B3+C3+D3) or you can use the Autosum function. For using functions, click on the Auto Sum button present on Home tab.

children, our next topic is 'Working with Worksheet'

→ Switching between Worksheets :- By default there are three worksheets in a workbook, but you can add a number of worksheets. Only a few worksheets can be viewed on the screen. To switch between these worksheets click the arrow button on the worksheet tab.

→ Renaming a Worksheet :- To change the name of a worksheet, right click on the Sheet tab, which is to be renamed and click on the Rename option.

→ Adding a New Worksheet :- To add a new worksheet right click on the 'Sheet tab' and select 'Insert option'. The Insert dialog box appears with the worksheet option selected. click OK.

→ Removing a worksheet :- To remove or delete a worksheet, right click on the sheet tab that you want to remove and select the 'Delete' option.

Children, our last topic of this chapter is 'Saving a Workbook'. For using or viewing our work done in a workbook in future, we have to save our workbook. To save, follow the given steps :-

1. click on the File tab and select the 'Save' option.
2. The Save As dialog box will appear.
3. Select the drive (C, D etc) and the folder where you want to save the workbook.
4. Type the file name in the 'File name' text box.
5. click on the 'Save' button.

Children, I am ending the lesson here. Kindly read the assignment carefully and after reading try to solve part A and B given on page no-60