

**National Institute of Open Schooling (NIOS)
Senior Secondary
Worksheet-35**

L-35 ELECTRONIC SPREAD SHEET

1. What is electronic Spread Sheet? Write the basics and features of spread sheet.
2. Excel is one of the software that is bundled with MS office to implement the spreadsheet. Write a short note on Workbook and Worksheet in Excel.
3. A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formulas start in the formula box with an = sign. There are many elements to excel formula. Write all these elements to excel formula.
4. Describe the procedure of managing text in excel.
5. A Pivot table is away to present information in are port format. A Pivot Table report provides enhanced layout, attractive and formatted report with increased readability. It is an interactive way of summarizing large amounts of data. What are the advantages a pivot table for the benefit of users?
6. What is conditional formatting? Write a short note on it.
7. Explain the procedure of preparation of Reports using Pivot Table.
8. Write the categories of data formatting and explain them in detail.
9. What we understand by active worksheet? Write a note in brief.
10. What is the basic requirement for any business enterprise for using electronic spread sheet?