

St. Xavier's High School  
Hingna, Nagpur.  
Std IV (2007-08) Questions and Answers

## Chapter 9 Formatting Pages 51,52,53

I. Fill in the blanks:

Ans:

- a) By default, text is left aligned in a cell.
- b) The extension of Excel file is xls
- c) When you activate cut command, the original text is shifted to the new location.
- d) Save As option of the File Menu makes duplicate copies of the original file.
- e) Open option is available in the File Menu.

II Answer the following:

- a) Explain the different types of alignment in Excel.

Ans:

Left, right, fill, justify, center are the different horizontal alignments in Excel. Top, center, bottom are the types of vertical alignments.

- b) Explain the steps in making the text QWER to **QWER**.

(Note : Text becomes red and bold).

Ans:

- (1) Select the cell and activate the Format Menu.
- (2) Click on the Cells option and choose Font option.
- (3) Select the required colour (red) from colour's list
- (4) Select Bold from the list of Font Style
- (5) Click OK.

- c) Distinguish between Save and Save As.

Ans:

Save Option saves data in the same and single file. But Save As Option makes duplicate copies of a file with new names, in another folder or location.

- d) Distinguish between Cut & Paste and Copy & Paste.

Ans:

Cut & Paste option moves the selected text to new location, and the text disappears from its original position.

Copy & Paste option makes duplicate copy of the selected text at new location, retaining the original text.

e-1) Explain different types of Date formats in Excel.

Ans:

The date formats are in British as well as American style. Short forms and long forms of dates are available. E.g. 24-03-08, 24 Mar 2008, March 24, 2008, 24-03 etc.

e-2) Explain different types of Number formats in Excel.

Ans:

There are various ways to format the numbers. The numbers can be displayed as plain numbers, separated by commas, with percentage or Rs. sign and with any number of decimal places.

(Note : The above question is newly created to avoid repetition).

f) Explain the steps used in displaying a range of cells in a presentable form.

Ans:

- 1) Select the cells to autofomat.
- 2) From the Format Menu, activate the Autofomat option.
- 3) From the Table Format List Box, select the Autofomat.
- 4) Click on the OK button.

g) Write steps to apply borders to cells.

Ans:

- 1) Select the cells to add border.
- 2) From the Format Menu, select Cells option and then select Borders option.
- 3) Select the style and colour of the border.
- 4) Click on the OK button.

## Chapter 10 Show Data in Charts Pages 56,57,58

I Fill in the blanks:

Ans:

- a) There are 13 types of charts in Excel.
- b) The size of chart columns depends on the values in the worksheets.
- c) A data point is a value in a cell used in the chart.
- d) A data series is a group of values in a single row or column.
- e) When chart is created in the same sheet containing data, it is called as embedded chart
- f) Chart Sheets are like worksheets without cells.

II Answer the following:

a) Name few different types of charts in Excel. Explain the steps how to create a chart in Excel.

Ans:

Types of Charts: Column Chart, Bar Chart, Pie Chart, Line Chart, Cylinder Chart, Cone Chart, Pyramid Chart, etc.

Steps for creating a chart: (1) Create a table. (2) Save the worksheet. (3) Select the cells from the table. (4) Click on the Chart Wizard tool of the Standard Tool Bar or select Chart Option of Insert Menu. (5) Select the type of chart. (6) Click in Finish.

b) Explain what is data point and data series.

Ans:

A data point is a value in a cell used in the chart, whereas a data series is a group of values in a single row or column.

c) Distinguish between Embedded Charts and Chart Sheets.

Ans:

Embedded Chart is the chart created on the same sheet that contains data. You can view and print the data together. Chart Sheets are like worksheets without cells. You can have full size graph and while printing, you can have only chart without related cells.

d) Write down the method of adding a data point to an existing chart.

Ans:

Type the new data point or data series. Select the new data points or data series using a mouse. Press Ctrl+C, then click the chart and press Ctrl+V.

(Note : This method is not mentioned in the book).

e) Write down the method of deleting a data series from chart.

Ans:

(1) Activate the chart. (2) Select the data series to delete. (Click on the data marker of the series). (3) Press the Delete key to delete a single data series.

OR

(1) Select the data series in the table. (2) In the Edit Menu, choose clear option.

(Note : These two methods are not separately stated in the book).

III Say True or False:

- a) There are 15 types of charts in Excel. False  
 b) The Chart Option is in the Format Menu. False  
 c) To create chart in Excel is difficult. False  
 d) A data series can not be deleted from the chart. False  
 e) Chart Sheets are worksheets with cells. False.

IV. Match the columns:

A	B
a) Chart on the same sheet	1) Data Series
b) A value in the cell	2) Embedded Charts
c) A group of values	3) Data Point
d) Chart on separate sheet	4) Chart Sheet

Ans: a-2 b-3 c-1 d-4

V. Based on the given data, represent the Bar Chart in your practical session.

No.	English	Maths	Science	Computer
1	25	35	30	40
2	21	40	55	54
3	56	76	43	68
4	45	87	25	75
5	87	54	76	86

Ans: (To be done on computer).