

Vacation Work
ICT
Class VIII
Chapter 4: Use of Spreadsheet

1. Make 10 MCQ using following keywords.

- i. VisiCalc
- ii. Lexicographic meaning
- iii. Workbook
- iv. Column
- v. Row
- vi. Cell
- vii. Title bar
- viii. Quick access toolbar
- ix. Ribbon
- x. E10
- xi. Autosum
- xii. Manual summation
- xiii. Cell range
- xiv. Auto-subtraction
- xv. =A1-B1
- xvi. Bar diagram

2. Make a note of the following questions.

- i. What is Spreadsheet Programme? Explain the relationship between the Information Technology and Spreadsheet.
- ii. Describe MS Excel 2007 window.
- iii. Explain the objectives of using spreadsheet software.
- iv. Describe the technique of using spreadsheet software.
- v. How can you do sum and subtraction by using Excel programme?

[N.B. **For question 1**, you have to make the question with four options. For example,

1. What do you mean by K11?
 - a. Column K, Row 11

b. Row K, Column 11

c. Row 11k

d. Column K11

For question 2, Only 6 students sent me the note. Complete this work. After making the note learn it.]