

2

Date:

Chapter-7

The screenshot shows the Microsoft Excel application window titled "Book1 - Microsoft Excel". The interface includes a ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home tab is active, showing groups for Clipboard, Font, Paragraph, Alignment, Number, Styles, Cells, and Editing. The worksheet grid is visible with columns A through J and rows 1 through 8. The status bar at the bottom indicates "Ready" and "Sheet1" is the active sheet. Twelve blue callout boxes with numbers 1 through 12 are placed around the interface, with pink arrows pointing to specific features: 1 points to the File tab, 2 to the Home tab, 3 to the Font group, 4 to the Paragraph group, 5 to the Alignment group, 6 to the Number group, 7 to the Styles group, 8 to the Cells group, 9 to the Editing group, 10 to the worksheet grid, 11 to the sheet tabs, and 12 to the status bar.

1. Cell Address	a. Collection of worksheet
2. Cell Range	b. Text
3. Data Type	c. Intersection of rows and columns
4. Cell	d. A5:C6
5. Workbook	e. D7

1. MS Excel is a spreadsheet software.
2. AutoFill feature allows us to arrange data in a series.
3. Data cannot be viewed in a graphical form as charts.
4. Functions are built-in formulas in MS Excel.