Electronic Spreadsheet

1. **Define spreadsheet. Name any two spreadsheet software.**

Ans: A spreadsheet is a digital tool used to organize, calculate, and analyze data in a grid of rows and columns. Two common spreadsheet software are Microsoft Excel and Google Sheets.

2. **How many rows and columns are there in MS Excel?**

Ans: MS Excel has 1,048,576 rows and 16,384 columns.

3. **How can you write a formula in Excel? Write a valid formula.**

Ans: You can write a formula in Excel by typing = followed by the operation. Example: =A1+B1.

4. **What is the shortcut to print current time in a cell?**

Ans: The shortcut to print the current time in a cell is Ctrl + Shift + ;.

5. **Create a table to summarise the alignments of different types of datatype.**

Ans:

Data Type	Default Alignment
Text	Left
Numbers	Right
Dates/Times	Right
Formulas	Right

6. **What is the use of auto correct option?**

Ans: Use of AutoCorrect Option: AutoCorrect automatically fixes common typing mistakes and spelling errors as you type.

7. **What is the use of print preview feature?**

Ans: Use of Print Preview Feature: Print Preview shows how a worksheet will look when printed, allowing adjustments before printing.

8. **What is the use of auto sum feature?**

Ans: Use of AutoSum Feature: AutoSum quickly adds a group of numbers, automatically suggesting a sum formula.

9. Differentiate between relative and absolute cell referencing with the help ofsuitable examples.

- Relative Reference (A1): Changes when copied to another cell.
- Absolute Reference (A1): Stays the same, even when copied.
  - Example:
    - Relative: =A1 + B1 changes when copied.
    - Absolute: =A1 + B1 stays fixed.

10. Differentiate between the COUNT( ) and COUNTA( ) functions of Excel.

COUNT():	**COUNTA():**
Counts only numerical values.	Counts all non-empty cells, including text and numbers.