

Lesson -3

Working in excel

I Answer the following

1. What is excel?

Ans: Excel is a collection of spread sheet, used to perform calculations and to create chart

2. What is workbook?

Ans: Work book is the collection of worksheet.

3. How to open Excel?

Ans: Start -> All programs -> Microsoft office -> Microsoft Excel 2010.

4. Write the steps to create a new sheet? Steps to rename the sheet>

Ans: In name bar right click the mouse and select insert new sheet.

To rename

Select the sheet name in the name bar, double click the mouse on the name, and type the new name

5. Write the steps to select the range of cells in the excel?

Ans: 1. Click the mouse pointer on the starting of the cell

2. By keep pressing the right mouse button drag it, to the end of the cell.

6. What is meant by changing the size of row?

Ans: Reducing or increasing the height and width of the cell.

II Fill in the Blanks:

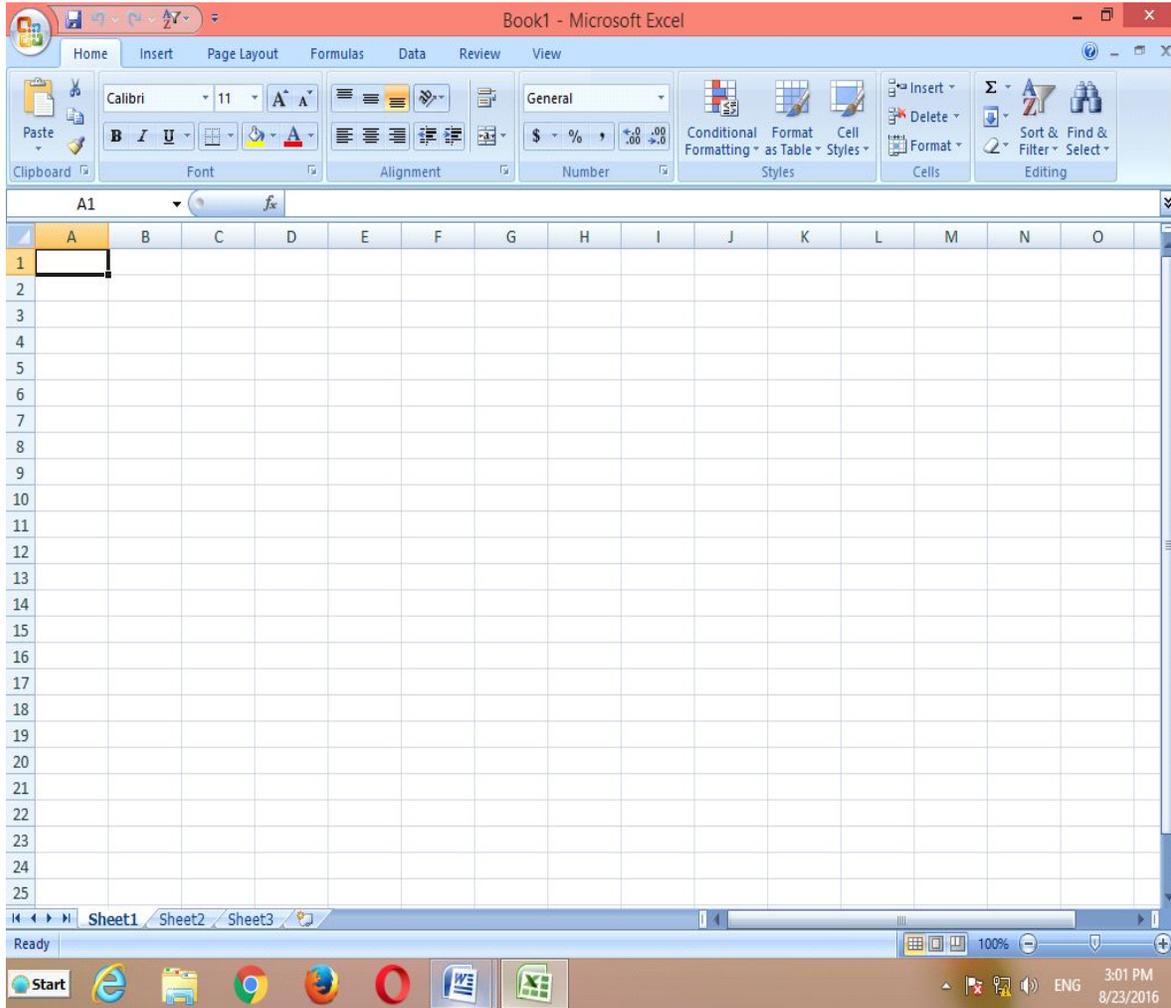
1. There are **1048576** number of rows in Excel

2. **16384** number of columns in excel

3. The name of the selected cell is display in **Formula bar**

4. To hiding the row, Right click the mouse near to **Row name**

Draw a Excel window:



Lesson -4

Multimedia

I Fill in the blanks

1. Speaker helps to hear the Audio
2. Movie maker is a Multimedia application
3. Photoshop is a image editor

II True or false

1. Multimedia helps to d animation-True
2. Movie maker helps to do video files-True
3. In movie maker sounds are not inserted- false

III Answer the following

1. What is meant by Multimedia?

Ans: Multimedia means working in images, audio and video .

2. what is the use of media player? write steps to open media player?

Ans: Media player helps to view and hear the audio and video files.

3. What is the purpose of the movie maker?

Ans: Movie maker helps to create a video files by inserting the images and audios.

4. Write the step to open Movie Maker and to insert the picture?

Ans: start -> All programs -> movie makers

To insert the picture

File->open ->picture->add

Windows media player

