

Dear Students!!

In this e-book of [9th class](#), study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



9th Class - Computer Science Syllabus & Video Lecture Links (Pbi)

Video Lecture's Playlist Link of Computer Science for 9th Class:

https://youtube.com/playlist?list=PLja3EaJFAjmYwpD9b_D9520GLE9BwEHsZ

Chapter-wise Links of Video Lectures:

Chapter -1 Networking <https://youtu.be/U1LCLGC0Kc8>

Chapter -2 Internet Applications <https://youtu.be/4zjjeo4HCRs>

Chapter -3,4,5,6 Video Lectures for MS Excel

Part-1 <https://youtu.be/AvSCtIOzSx0>

Part-2 https://youtu.be/eaaz65WrF_U

Video Lectures for Excel Practical:

Part-1 <https://youtu.be/8ioY-a6i5MY>

Part-2 <https://youtu.be/7gAz1jELgmo>

Chapter -7 E-Governance <https://youtu.be/U4Zah7au2Es>

Chapter -8 Intro to Database <https://youtu.be/sWCvejbp0hl>

PLEASE DO NOT FORGET TO LIKE, SHARE AND SUBSCRIBE OUR YOUTUBE CHANNEL

 **YouTube** <http://youtube.com/c/computersciencepunjab>

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

<http://cspunjab.nirmancampus.co.in/study.php>

Que:1 Fill in the blanks:

- A workbook is a collection of the _____.
A. Cell
B. Row
C. Column
D. Worksheets
- A cell is an intersection of a _____ and a _____.
A. Row, Column
B. Row, Cell Address
C. Column, Formula Bar
D. None of these
- Fill handle in MS Excel can be used for _____.
A. Copying the contents of a Cell
B. Entering Number Series
C. Entering Custom Series
D. All of the above.
- The Extension of MS Excel file is _____.
A. .docx/.doc
B. .xlsx/.xls
C. .pptx/.ppt
D. .txt
- Which one of the following is not a view of MS Excel?
A. Page Layout
B. Page Break Preview
C. Normal
D. None of these

Que:2 Write the Shortcut for following tasks:

- To Open an existing file in MS Excel : Ctrl + O
- To Save a file in MS Excel : Ctrl + S
- To Create a new file in MS Excel : Ctrl + N
- To Fill Down in MS Excel : Ctrl + D
- To Fill Right in MS Excel : Ctrl + R
- To Copy contents in MS Excel : Ctrl + C
- To Paste contents in MS Excel : Ctrl + V

Que:3 Write True or False:

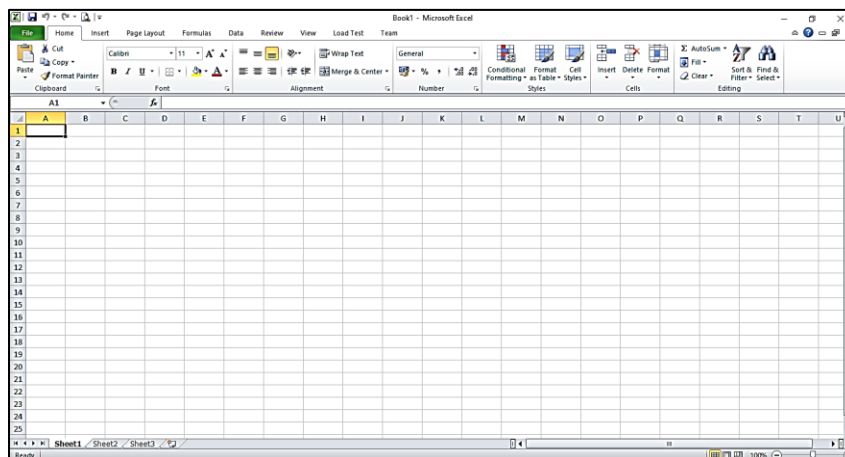
- Address of Active Cell always displays in Name Box.
- All Columns of MS Excel are represented by numbers starting with 1.
- Cell containing formula displays the result of the formula, whereas the formula itself displayed in Formula Bar.
- MS Excel is a widely used word Processor.
- We can insert Number Series in MS Excel using Fill Handle.

Ans: 1. True 2. False 3. True 4. False 5. True

Que:4 Short Answer Type Questions:

Q:1 Define MS Excel.

Ans: Microsoft Excel is a spreadsheet program developed by Microsoft. It is part of MS Office Suite. We can use it to organize our data into rows and columns and to perform mathematical calculations. We can also represent our data in the graphical way in Excel using charts and graphs. Files created in Excel are called Workbooks and they are saved with extension .xls or .xlsx



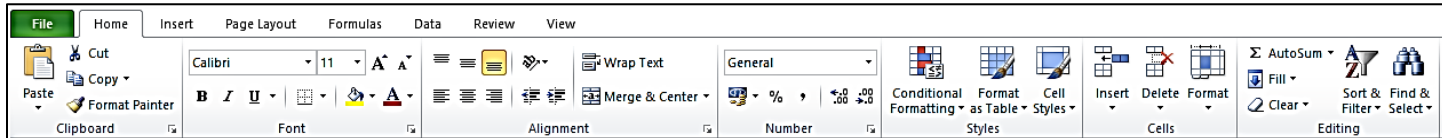
Q:2 What are the uses of MS Excel?

Ans: Following are some of the common uses of MS Excel:

- Excel can be used for mathematical calculations.
- Data can be represented in a graphical form using Charts.
- We can also prepare school Timetable.
- Salaries of employees can be calculated.
- Results of students can also be prepared in Excel.

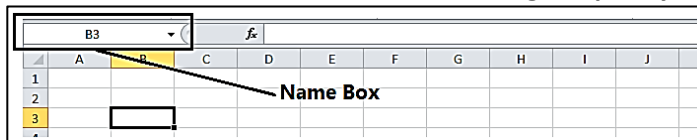
Q:3 Explain Ribbon in MS Excel.

Ans: Microsoft Excel ribbon is the panel of tabs and icons at the top of the Excel window. Excel ribbon contains almost all commands and features that we use during working in Excel. All these commands are organized into different tabs based on their functionality. Tab commands are logically subdivided into Groups. There are seven tabs in Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, and View.



Q:4 What is Name Box?

Ans: Name Box is a part of formula bar in Excel. It appears at the left side of the formula bar. It is an input box. Normally, it shows the address of active cell. For example, if we have selected the cell B3, this name box will show the active cell address as B3. We can also input the cell address in the Name Box to navigate quickly in a worksheet.



Q:5 Explain Rows and Columns in MS Excel.

Ans: Rows and Columns are the important part of a worksheet in Excel. These are explained below:

- **Row:** Rows are the horizontal lines of cells in the worksheet. Each row is identified by row number. Rows are named as 1,2,3,4, so on. There are total 1048576 rows in the Excel 2010 worksheet.
- **Column:** Columns are the vertical lines of cells in the worksheet. Each column is identified by column header. Columns are named as A, B, C, D,, AA, AB, . . . so on. XFD is the name of last column in Excel 2010. There are total 16384 columns in Excel 2010.

Que:5 Long Answer Type Questions:

Q:1 What are the Basic Operations for MS Excel worksheet?

Ans: Some of the basic operations to be applied on Worksheets are given bellow:

- **Inserting New Worksheet:** BY default, 3 sheets are available in Excel 2010. We can insert a New worksheet easily by pressing shortcut key Shift + F11.
- **Renaming Worksheet:** We can also rename the worksheets in Excel. To rename a sheet, Right Click on Sheet Leaf → click on the ‘Rename’ option.
- **Removing Worksheet:** We can also remove a worksheet when it is no longer required. To remove a sheet, Right Click on Sheet Leaf → Click on ‘Delete’ option.
- **Copying a Worksheet:** We can also copy an existing worksheet. To copy a sheet, Right Click on Sheet Leaf that we want to copy → Click on ‘Move or Copy’ option.

Q:2 Explain the Features of MS Excel.

Ans: Following are some the important features of Microsoft Excel:

- **Easy Data Analysis:** MS Excel provides very advanced tools like Sorting, Filtering, etc. to analyze the data easily.
- **Conditional Formatting:** We can format our data based on different rules and conditions.
- **Data Validations:** It enables us to validate data based on certain criteria.
- **Easy to Store and Find Data:** We can store and find data easily in the worksheets.
- **Functions and Formulas:** Excel provides various types of functions and formulas to perform calculations.
- **Data Protection:** Sheets of MS Excel can be protected using passwords.

Q:3 Write the differences between Workbook and Worksheet.

Ans: Following are the difference between worksheet and workbooks:

Worksheet	Workbooks
1. The Worksheet is a single-page spreadsheet.	1. A workbook is just a file of Excel.
2. A Worksheet consists of Rows and Columns.	2. A Workbook consists of Worksheets.
3. Worksheets can be added in a workbook	3. Workbook cannot be added within the worksheet.
4. No worksheet can be saved without workbook.	4. Workbooks are saved individually with the extension .xlsx