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/sWCvejbp0hI**

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

Chapter 4th
Microsoft Excel (Part-II)

Que:1 Fill in the blanks:

1. **By default, each new workbook in MS Excel 2010 contains _____ number of worksheets.**
   A. 5   B. 2   C. 255   <u>D. 3</u>

2. **Which objects can be added in a worksheet?**
   A. Cells   B. Charts   C. Rows   <u>D. All of these</u>

3. **Which are the valid types of Charts in MS Excel.**
   A. Bar, Column, Pie, Line B. Area, Doughnut, Scatter C. Surface, Radar, Bar <u>D. All of the above</u>

4. **Which function is used to find minimum number from the given range.**
   A. Average   <u>B. Min</u>   C. Max   D. Rank

5. **_____is a powerful tool of MS Excel used to have graphical representation of our data in MS Excel.**
   A. Data Validation B. Conditional Formatting <u>C. Charts</u> D. None of these

Que:2 Write True or False:

1. New cell, row or column can be added by using Ctrl and + keys from keyboard. **True**
2. SUM and MIN are examples of Chart Types in MS Excel. **False**
3. Cell Borders, change cell width or height, Merge cells, Align Texts, Change Orientation of text, Wrap Text etc. are examples of cell styles. **True**
4. Conditional Formatting is a tool in MS Excel that allows applying formats to a cell or range of cells depending on the value. **True**
5. Formatting options effectively represents the information from facts of data. **True**

Que:3 Short Answer type Questions:

Q:1 What do you mean by Formatting?

Ans: Formatting refers to change in the appearance of contents. We can format the data in many ways. Formatting makes our data more readable. There are many tools in MS Excel which can be used to format text and cells. It includes: changing the color and style of text and cells, aligning texts, formatting numbers and dates etc.

Q:2 Which type of formatting can be used as Cell Styles?

Ans: There are several options for changing the styles of cells, some are given below:

1. Cell Borders
2. Aligning Text
3. Changing Orientation of Text
4. Wrapping Text
5. Applying Number Formats

Q:3 What do you mean by Merging Cells?

Ans: Merging Cells means combining two or more adjacent cells to make them a single cell. We can merge any number of cells in Excel. To merge selected adjacent cells, we can use 'Merge and Center' option available in the Home tab of Excel.
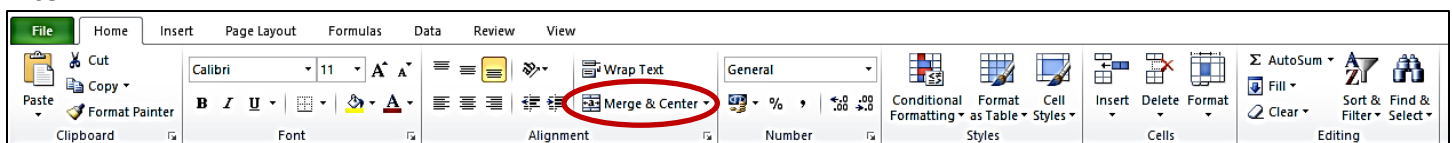

Q:4 Define alignment and its types.

Ans: Alignment is a formatting style for cells. It is used to describe how text is placed in the cell. Text of cell can be aligned horizontally and vertically. Alignment options are available in the Home tab of Excel. For Horizontal Alignment of contents in a cell, we can Left align, Center align and Right align options, while For Vertical Alignment, we can use Top align, Middle align and Bottom align options in Excel.
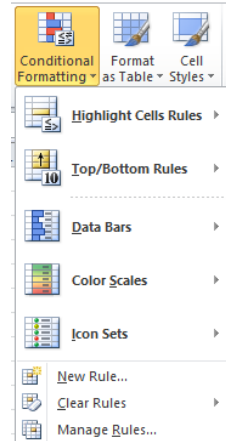
Q:5 What are Charts?

Ans: Chart is an important feature of Excel. It is used to represent data in the graphical form. Charts are useful in better understanding of information. Chart is the best way to compare values or to show trends in the data. We can create many types of charts in Excel, such as: Pie Chart, Column chart, Line Chart, Bar Chart, Area Chart etc.
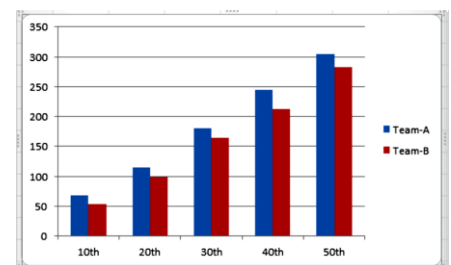
Que:4 Long Answer type Questions:

Q:1 What is conditional Formatting? Explain its different options.

Ans: Conditional Formatting is a tool in MS Excel. It is used to apply formatting on cells based on some condition. Formatting on cells will be applied only when cell data matches with the criteria defined in conditional formatting. Conditional formatting option is available in the Home tab. Some of the common options for conditional formatting are given below:

- **Highlight Cell Rules:** like Greater Than, Less Than, Between, Equal to, Duplicate Values etc.
- **Top/Bottom Rules:** like Top 10 Items, Bottom 10 Items, Above average etc.
- **New Rule:** We can create new Rules also for conditional Formatting using this option.
- **Clear Rules:** We can clear the already defined formatting rules using this option.
- **Manage Rules:** We can edit the already defined formatting rules using this option.

Q:2 What are charts? Give the name of any five types of charts.

Ans: Chart is an important feature of Excel. It is used to represent data in the graphical form. Charts are useful in better understanding of information. Chart is the best way to compare values or to show trends in the data. We can create many types of charts in Excel, such as:

1. Pie Chart
2. Column chart
3. Line Chart
4. Bar Chart
5. Area Chart etc
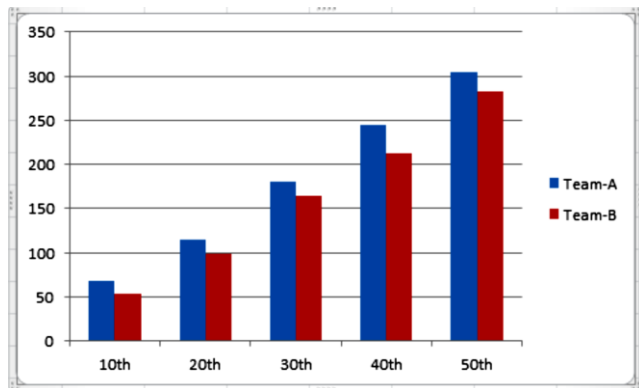
Q:3 Explain any three objects which can be added in MS Excel worksheet.

Ans: Many types of objects can be added in the Excel worksheet. Some of them are explained below:

1. **Inserting Rows:** Rows are the horizontal lines of cells in the worksheet. We can insert new rows easily in the sheet. To insert a new Row, Click on Insert → "Insert sheet rows" in the Home tab ribbon.
2. **Inserting Columns:** Columns are the vertical lines of cells in the worksheet. We can insert new columns easily in the sheet. To insert a new column, Click on Insert → "Insert sheet rows" from Home tab ribbon.
3. **Inserting Charts:** Chart is used to represent data in the graphical form. Different types of charts can be created easily in Excel, such as: Bar, Column, Pie, Line, Area, Doughnut, Scatter, Surface chart etc. Insert tab can be used to create charts in Excel.