

ST. ANDREWS SCOTS SCHOOL

Near Navniti Apartments,

I.P Extension, Patparganj, Delhi- 110092

Session: 2025-26

Class: V

Subject: Computer

Topic: Ch 2 Answer key

A. Tick the correct option

1. (iii) Spreadsheet
2. (iii) Cell
3. (i) Rows
4. (iv) worksheet
5. (iv) It allows us to create vector graphics

B. Fill in the blanks using the words given below

1. Name box
2. Title
3. Quick Access tool bar
4. Formula
5. Worksheet

C. State whether True or False

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

D. Answer the following questions

1. Define row heading

Ans: The row heading is the grey coloured number (1,2,3, etc) located in front of each row in the worksheet.

2. What is Ribbon in Excel?

Ans: Ribbon is like a strip that has various tabs such as Home, Insert, Page Layout, Formulas and Data.

3. What is an active cell?

Ans: The currently selected cell that appears highlighted with the green border is active cell.

4. Explain any two types of data that can be entered in a Excel.

Ans: The following type of data can be entered in Excel:

Numbers: Numbers include the digits (0-9) and their various combinations. All types of calculations can be done on numbers.

Text: Text includes the collection of letters, numbers, and special characters. No mathematical calculations can be performed on text.

5. How do you enter data in a worksheet?

Ans: To enter data in a worksheet follow the given steps:

Step 1: Click on the cell where you want to enter the data and start typing.

Step 2: To move down one cell, press Enter key.

6. Differentiate between contiguous cell range and non-contiguous cell range.

Ans: Contiguous cell range is a collection of cells that are adjacent to or next to one another. A colon (:) is used for specifying this cell range, for example, A1:A6.

Non-contiguous cell range is a collection of cells that are not adjacent to one another. A comma (,) is used for specifying this cell range, for example, A1, B2, C3 etc.

7. Write the steps to create a new workbook

Ans: To create a new workbook in Excel 2016, follow the given steps:

Step 1: Click on the File tab

Step 2: Click on the New option.

Step 3: Click on Blank workbook

A new workbook will be created

TECH TWISTER

A.

Answers:

1. D3
2. D5
3. E4
4. C4
5. B4
6. G4

B. Number the given steps

| | | |
|---|---|---|
| Click the File tab | - | 1 |
| Click on the Browse option | - | 3 |
| Click on the Save or Save as option | - | 2 |
| Type a name for your file in the file name box | - | 5 |
| Click on the save button | - | 6 |
| Select the location where you want to save your workbook. | - | 4 |