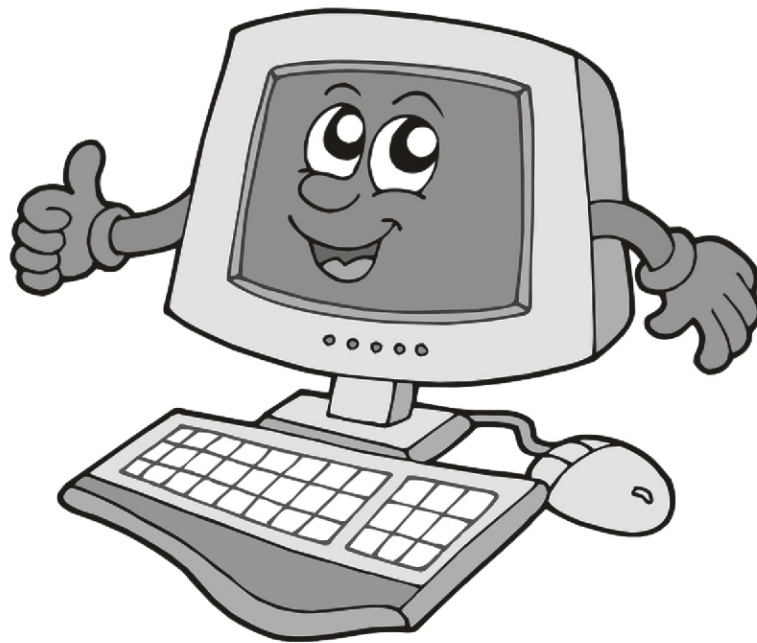


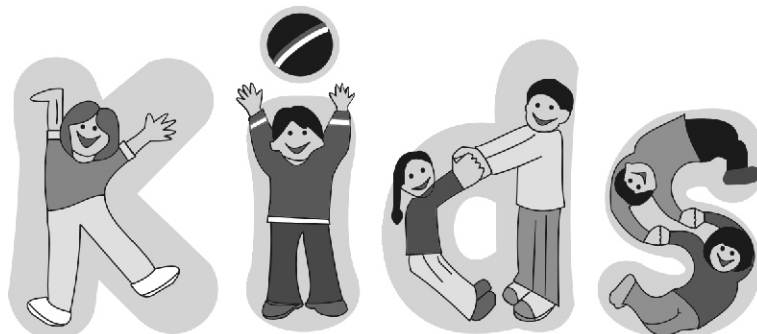
Teacher's Hand Book

Revised Edition

MS Excel-19



IIST



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EXERCISE - 1

MS EXCEL Introduction to MS Excel



I Choose the correct answer.

1. A spreadsheet is a grid of rows and _____.
2. A spreadsheet is called as a _____ also.
3. The MS Excel is a _____ (type of) software.
4. The MS Excel is a part of the _____ package.
5. The MS Excel Screen has _____ scroll bars.

Ans: Columns

Ans: Worksheet

Ans: Spreadsheet

Ans: MS Office

Ans: 2

II Say True or False.

1. A new worksheet can't be added to a workbook. **[False]**
2. The File tab is in the worksheet. **[False]**
3. The column headings are named by A, B, C etc. **[True]**
4. Excel allows exchanging data with other Windows based Software packages. **[True]**
5. Some menus in Excel are similar to that of other Office Software packages. **[True]**

III Match the following.

- | | | |
|-------------------------------|---------|-----------------------------------|
| 1. Manual Word Processing | [] | a. Contains Tabs |
| 2. Electronic Word Processing | [] | b. Paper with lines (Lined paper) |
| 3. Sheet tabs | [] | c. MS Excel |
| 4. Ribbons | [] | d. At the bottom |
| 5. Status bar | [] | e. Sheet names |

Ans: 1-B 2-C 3-E 4-A 5-D

IV Answer the followings.

1. How can you open MS Excel in your Lab?

Ans: To open MS Excel, click on
Start All apps Excel

2. What are the tasks that a spreadsheet can perform for you?

Ans: A spreadsheet can perform: Function and Formulas, Formatting, Auto Calculation, Find & Replace, Auto Fill and Charts.

3. Write short notes on Control menu buttons.

Ans: There are three control menu buttons. They are

- 1) Minimize 2) Restore Down / Maximize 3) Close

These buttons are used to minimize, maximize and close the window.

4. How are columns and rows named in MS Excel?

Ans: Columns are named letters and rows are signed numbers.

5. How can you rename a Worksheet?

Ans: To rename a Worksheet, right click on the Sheet tab and click Rename. The sheet name highlights and allows the user to edit. Now enter a new name and press Enter key.

EXERCISE - 2

MS EXCEL

Moving Around the Worksheet



I Fill up the blanks.

1. The _____ key can be used to move one screen down. **Ans: PgDn**
2. The _____ key can be used to move one screen up. **Ans: PgUp**
3. The _____ key is used to move the active cell towards its right. **Ans: Right Arrow**
4. The _____ + PgDn key is used to move right one screen. **Ans: Alt**
5. The key used to go to the next sheet is Ctrl + _____. **Ans: PgDn**

II Say True or False.

1. In an Excel sheet the Ctrl Key makes faster navigation. **[True]**
2. In MS Excel there is no scroll bar. **[False]**
3. The area in the worksheet that contains data is called as the active area. **[True]**
4. The shape of the mouse pointer remains same throughout the sheet. **[False]**
5. The destination keys are useful to navigate in the Excel Sheet. **[True]**



Match the following.

- | | | |
|------------------|---------|---------------------|
| 1. Up Arrow Key | [] | a. One Cell Down |
| 2. Down Arrow | [] | b. One Screen Right |
| 3. Page Down | [] | c. One Screen Left |
| 4. Alt+Page up | [] | d. One Cell Up |
| 5. Alt+Page Down | [] | e. One Screen Down |

Ans: 1-D 2-A 3-E 4-C 5-B



Answer the following.

1. Write the use of Mouse in MS Excel.

Ans: Uses of mouse in MS Excel:

1. To Select cells.
2. To move cell content to other location
3. To get context sensitive menu
4. To scroll up or down
5. To adjust the column width and row height etc.

2. Write the use of the Ctrl Key in MS Excel.

Ans: Ctrl key is used for faster navigation.

3. What is the use of the Quick Access toolbar?

Ans: Quick Access toolbar is used for shortcut way to issue commands.

4. How can you select a range of cells?

Ans: To select a range of cells, drag from the first cell to the last cell.

5. How can you move to the next sheet using the keyboard?

Ans: By pressing Ctrl+PgDn key in the keyboard we can move to the next sheet.

EXERCISE - 3

MS EXCEL Making Cell Entries



I Fill up the blanks.

1. Excel accepts _____ basic types of cell entries. **Ans: Two**
2. While entering fractions, the whole number must be separated from the fraction by a _____. **Ans: Space**
3. Internally Excel stores dates as _____. **Ans: Numbers**
4. Date and time can be typed in the same cell separated by a _____. **Ans: Space**
5. If the time entered is not followed by AM/PM then Excel displays the time by using the _____ format. **Ans: 24 Hr Clock**

II Say True or False.

1. Excel recognizes two types of constants. **[True]**
2. In Excel, Numeric values can contain some special symbols. **[True]**
3. A custom autofill list can be created in MS Excel. **[True]**
4. A comma can be inserted inside a number. **[True]**
5. Negative numbers must be enclosed by flower brackets. **[False]**

III Answer the following questions.

1. What are the special characters used in Excel to represent a number.

Ans: The special characters used in Excel to represent a number are: +, -, \$, %, / etc.

2. How can a fraction be inserted with no whole number?

Ans: If the fraction does not have the whole part, a zero should be placed in front of the fraction. For e.g. 0 1/2

3. How does Excel store the date type data in the system?

Ans: Excel converts the date type data to equivalent number then it stores the number in the system.

4. How can you enter a negative number in MS Excel?

Ans: Negative numbers should be preceded with a minus sign or should be enclosed within parentheses.

5. Write short notes on AutoFill.

Ans: The Auto Fill feature is used to enter a predefined series of data such as text or numbers in a worksheet quickly. You need to specify the first two values of the series in order to determine the increment value of the series.

For example: 1, 2, 3, 4,

 1, 3, 5, 6,

6. Write the steps to fill the week days by using the AutoFill command.

Ans: Follow the steps to fill the week days by using the AutoFill command:

Step-1: Enter a week day name in a cell and select the cell.

Step-2: Click the Fill handle and drag it to enclose the desired area to fill with the series of week days.

7. How can you create a custom AutoFill list?

Ans: To create a custom AutoFill list, click on Office button and click Excel Options button. The Excel Options dialog box opens. Click Edit Custom Lists button. The Custom List dialog box opens. Type your new list in the List Entries box. And click Add button. Then click OK to finish. Now your list is created.

EXERCISE - 4

**MS EXCEL
Editing Data**



I Fill up the blanks.

1. The Undo option is available in the _____.
2. The Copy command is in _____ tab.
3. The short cut key to Paste is _____.
4. The short cut key to Cut is _____.
5. The Paste Special option is in _____ group.

Ans: Quick Access toolbar

Ans: Home

Ans: Ctrl + V

Ans: Ctrl + X

Ans: Clipboard

II Say True or False.

1. While entering data in a cell, if the Esc key is pressed the entire content of the cell is deleted. **[True]**
2. The Spell Check command is used to undo the changes. **[False]**
3. There is an Undo button in the Home tab. **[False]**
4. A Redo command reverses the previous Undo command. **[True]**
5. The Home tab contains buttons for cut, copy and paste. **[True]**

III Write the difference between.

1. Clearing a cell & Deleting a cell.

Ans: Deleting a Cell: When delete a cell, the cell is removed from the worksheet and the surrounding cells shift to fill in the space.

Clearing a Cell: When a cell is cleared the contents or notes of the cell are cleared and the blank cells still remain on the worksheet.

2. Cut Paste & Copy Paste

Ans: Cut Paste: Cut and Paste command moves the data from the source cell to the destination cell. And the source cell becomes empty.

Copy Paste: Copy and Paste command makes a duplicate copy of the source cell to the destination cell.

IV Match the following.

- | | | |
|-------------|---------|-----------|
| 1. Undo | [] | a. Ctrl+X |
| 2. Copy | [] | b. Ctrl+V |
| 3. Cut | [] | c. F7 |
| 4. Paste | [] | d. Ctrl+Z |
| 5. Spelling | [] | e. Ctrl+C |

Ans: 1-D 2-E 3-A 4-B 5-C

V Answer the following.

1. What is the use of Undo?

Ans: The undo command cancels the last action performed.

2. How can you check the spellings in your Excel file?

Ans: By pressing F7 key we can check the spellings in your Excel file.

3. What are the different steps to make Undo?

Ans: Different steps to make Undo:

Press Ctrl+Z **(Or)** Click the undo button from the quick access tool bar.

4. How can you copy the contents of a cell?

Ans: To copy the contents of a cell, select the cell and press Ctrl+C.

5. How can you copy the contents of a range of cells?

Ans: To copy the contents of a range of cells, select the range of cells and press Ctrl+C.

6. How can you paste data copied from a cell?

Ans: To paste data copied from a cell, select the cell where the data to be pasted and press Ctrl+V.

7. How can you move the contents of a cell?

Ans: To move the contents of a cell, select the cell, and press Ctrl+X. Now select the destination cell and press Ctrl+V.

8. How can you move the contents of a range of cells?

Ans: To move the contents of a range of cells, select the range of cells, and press Ctrl+X. Now select the destination cell and press Ctrl+V.

9. How can you insert a new cell?

Ans: To insert a new cell, select the cell where the new cell to be inserted. Click insert button from the Home tab. And select Insert Cells option. The insert dialog box appears. Now choose an option from the dialog box. Click OK.

10. How can you insert a blank row?

Ans: To insert a blank row, first select the row where you want a new row. Click Insert button from the Home tab. And click Inset Sheet Rows option.

EXERCISE - 5

MS EXCEL Formatting Data



I Fill up the blanks.

1. The border button is in the _____ tab. **Ans: Home**
2. The format cells dialog box has _____ tabs. **Ans: 6**
3. The conditional formatting option is in the _____ group. **Ans: Styles**
4. In Excel the text can be written in _____ direction. **Ans: Any**
5. Formatting based upon a condition is called as _____ formatting. **Ans: Conditional**

II Say True or False.

1. The styles group is in the Home tab. **[True]**
2. We can't apply Conditional Formatting in Ms-Excel. **[False]**
3. The Fill color button is in the Insert tab **[False]**
4. By changing the alignment the data type also changes. **[False]**
5. In Excel, the cells can be formatted at any time. **[True]**

III Match the following.

- | | | |
|-----------------------------|---------|-----------------------------------|
| 1. Default text alignment | [] | a. Formatting without criteria |
| 2. Default number alignment | [] | b. Formatting based upon criteria |
| 3. The Fill button | [] | c. Left |
| 4. Conditional Formatting | [] | d. Right |
| 5. Unconditional Formatting | [] | e. In the Font group of Home tab |

Ans: 1-C 2-D 3-E 4-B 5-A

IV Write the steps to do the followings.

1. To open the Format Cells dialog box.

Ans: Steps to open Format Cells dialog box:

Step-1: Click on the Format Cells button in the Number group of Home tab.

2. To change the alignment of the text in a cell.

Ans: Steps to change the alignment of the text in a cell.

Step-1: Select the cell.

Step-2: Click on the Format Cells button in the Alignment group of Home tab. The format cells dialog box appears.

Step-3: Choose the required alignment from the available options.

Step-4: Click OK.

3. To format the font style.

Ans: Steps to format the font style:

Step-1: Select the cell/range of cells.

Step-2: Click on the Format Cells button in the Font group of Home tab. The Format Cells dialog box appears.

Step-3: Select the Font, Font style, size, color etc. as per your requirement.

Step-4: Click OK.

4. To apply conditional formatting.

Ans: Steps to apply conditional formatting:

Step-1: Select the cells you would like to format.

Step-2: Click the Conditional Formatting command in the Home group. A menu will appear with your formatting options.

Step-3: Select one of the options to apply it to the selected cells. Sub menus will appear. Click on a condition. And make necessary choices.

Step-4: Click OK.

V Answer the following Questions.

1. What is Conditional Formatting?

Ans: Formatting cells based upon some specific criteria is called conditional formatting.

2. What is Unconditional Formatting?

Ans: Formatting cells without any criteria is called unconditional formatting.

EXERCISE - 6

MS EXCEL Graphics in Excel



I Fill up the blanks.

1. The Pictures option is available in the _____ tab. **Ans: Insert**
2. The _____ is used to place text in it. **Ans: Text box**
3. The fancy text available in Excel is _____. **Ans: Word Art**
4. Picture placeholder is available in _____. **Ans: Smart Art**
5. By selecting the picture and pressing Del key you can _____ a picture. **Ans: Delete**

II Say True or False.

1. Word Art is available in MS Excel. **[True]**
2. You can not delete Word Arts. **[False]**
3. Text can be added in a shape. **[True]**
4. A picture can be inserted from a web page. **[True]**
5. A picture can be inserted in a Smart Art. **[True]**

III Match the following.

1.  [] a. Online pictures
2.  [] b. Smart Art
3.  [] c. Pictures
4.  [] d. Shape
5.  [] e. Word Art

Ans: 1. C 2. D 3. A 4. E 5. B

IV Answer the following questions.

1. How can you insert a picture from your system in a worksheet?

Ans: To insert a picture from your system, click the Picture button in the Insert tab (Inset Pictures dialog box appears). Select the picture you want to inset. Click on inset button.

2. How can you insert a shape in your worksheet?

Ans: To insert a shape in your worksheet, click the shape button in the Insert tab. Select a shape and click in the worksheet. The shape will appear.

3. How can you delete a shape?

Ans: To delete a shape, select the shape. Then press Del key in the keyboard.

4. Can you add text to a shape?

Ans: Yes, we can add text to a shape.

5. What is the use of a text box?

Ans: Text box is a place holder that can be used to contain text.

EXERCISE - 7

MS EXCEL

Saving, Opening & Protecting a Workbook



I Fill up the blanks.

1. The Save As option is in the _____. **Ans: File tab**
2. The _____ option is in Office button. **Ans: Save**
3. The Short cut key to save an Excel file is _____. **Ans: Ctrl + S**
4. The contents of a _____ file cannot be changed. **Ans: Protected**
5. The _____ menu provides a way to close an Excel document. **Ans: File**

II Say True or False.

1. A saved workbook must be opened only for Read only. **[False]**
2. The Open option is in File menu. **[True]**
3. A worksheet can be protected from unauthorized access. **[True]**
4. The File menu provides options to protect a worksheet. **[False]**
5. A password can be given to protect a worksheet. **[True]**



Match the following.

- | | | |
|--------------------------|---------|---------------|
| 1. Save a file | [] | a. Alt + F, X |
| 2. To create a new file | [] | b. Ctrl + O |
| 3. Open a file | [] | c. Ctrl + S |
| 4. To open the File menu | [] | d. Ctrl + N |
| 5. To Exit Excel | [] | e. Alt + F |

Ans: 1-C 2-D 3-B 4-E 5-A



Answer the following questions.

1. Write the steps to save a workbook with the help of the Save As dialog box.

Ans: Steps to save a workbook:

Step-1: Click the File menu and click on Save. The Save As dialog box appears.

Step-2: Type a name for the workbook in File name text box.

Step-3: Click on the Save button.

2. What is the need of protecting a Worksheet?

Ans: The need of protecting a worksheet is to avoid unauthorized access.

3. Explain how to protect a worksheet with the help of the Protect Worksheet dialog box.

Ans: To protect a worksheet, click Protect Sheets button from the Review tab. The Protect Sheet dialog box appears. Enter a password in the Password to unprotect sheet: text box. Then click Ok. The Confirm Password dialog box appears. Reenter the password in the box. Then click OK.

5. How can you remove the password?

Ans: To remove a password, the user has to know the password. It can then be removed by deleting the passwords from the particular Password box of the protection dialog box.

6. How to exit Excel?

Ans: To Exit excel, click the Close button on the Titlebar.

EXERCISE - 8**MS EXCEL**
Formulae and Functions in MS Excel**I Fill up the blanks.**

1. The formulae are used to do _____. **Ans: Calculations**
2. Formulae in Excel are of _____ types. **Ans: Two**
3. The Numeric Formulae are used to deal with _____ type of data. **Ans: Number**
4. The logical formula contains the symbol of _____ operators. **Ans: Logical**
5. A formula must always begin with a _____ symbol. **Ans: =**

II Say True or False.

1. The SUM function is used to add numbers **[True]**
2. A formula can be upto 256 characters long. **[True]**
3. A string used in a formula can contain space. **[True]**
4. Like C language the % operator is used to find the remainder. **[False]**
5. Excel provides an operator to find the Exponentiation (a^b). **[True]**

III Match the following.

- | | | |
|--------------------------|---------|-------|
| 1. Not equal to | [] | a. <= |
| 2. Less than or equal to | [] | b. * |
| 3. Multiplication | [] | c. & |
| 4. Exponentiation | [] | d. <> |
| 5. Text Operators | [] | e. ^ |

Ans: 1-D 2-A 3-B 4-E 5-C

IV Write Short notes on the following.**1. Logical formula.**

Ans: Logical formulae are used to compare two or more relational expression. And it gives the result: True or False.

2. Relational operators.

Ans: Relational operators are used to compare two values. They form relational expressions. These operators always give a single value as result: True or False.

3. AutoSum.

Ans: The Auto Sum function is used to insert the built-in Sum function. It is used to add the inputs.

V Write the difference between.

1. Numeric formula and Text formula.

Ans: Numeric formula works on Numbers but text formula works on text.

2. Arithmetic Operator and Comparison Operator.

Ans: Arithmetic operator: Arithmetic operators are used to do some kind of calculations with numeric values. And the result always a number.

Comparison operator: Relational operators are used to compare two values. They form relational expressions. These operators always give a single value as result: True or False.

3. Automatic Calculation and Manual Calculation.

Ans: Automatic Calculation is the default calculation mode. If a cell value is changed and there are cell formulae referring to the changed cell, then recalculation automatically occurs.

In manual calculation the user does the calculations manually one by one.

VI Answer the following questions.

1. How can you enter a formula?

Ans: Choose the cell where you want to enter the formula, then start entering the formula beginning with an equal sign (=).

2. Write the steps to copy a formula.

Ans: Steps to copy a formula:

Step-1: Select the cell where the source formula exists

Step-2: Click and drag the fill handle of the cell to the end of the list and release the button.

3. What is a function?

Ans: Functions are predefined formulae that perform calculations by using specific values, called arguments, in a particular order or structure.

4. Write three function names available in MS Excel.

Ans: SUM, AVERAGE, PRODUCT

EXERCISE - 9

MS EXCEL Charting Data



I Fill up the blanks.

1. A _____ is a pictorial representation of data.
2. A chart can be added into a sheet by clicking the _____ tab.
3. There are _____ types of charts in MS Excel.
4. The data from which the chart is made is called _____.
5. The heading of a chart is called _____.

Ans: Chart

Ans: Insert

Ans: 2

Ans: Source data

Ans: Title

II Say True or False.

1. A chart is a graphical representation of data. **[True]**
2. The chart component is a graphic capability of Excel. **[True]**
3. A chart can be added into a separate sheet. **[True]**
4. A chart can not be printed separately. **[False]**
5. The chart tools are arranged in 3 different tabs. **[True]**

III Match the following.

- | | | |
|-------------------------|---------|------------------------------|
| 1. Chart tools | [] | a. Right click on chart area |
| 2. Separate Chart Sheet | [] | b. 3-D |
| 3. Cone Chart | [] | c. 3 tabs |
| 4. Major chart types | [] | d. In another sheet |
| 5. Formatting Chart | [] | e. Two |

Ans: 1-C 2-D 3-B 4-E 5-A

IV Write short notes on the following.

1. Chart

Ans: Charts are pictorial representation of data. They are powerful analytical tools. Charts are linked to data on the worksheet, and automatically change when the data changes.

2. Chart title

Ans: This displays the title of the chart.

3. Chart types

Ans: There are different types of charts that display information. Charts are mainly 2 types. They are 2-D charts and 3-D charts.

V Answer the following questions.

1. Write the steps to create a chart.

Ans: Steps to create a chart:

Step-1: Select the cells that you want to show on chart

Step-2: Click the Insert tab.

Step-3: Select a chart option in the Charts group.

Step-4: Select one of the Chart type. The chart appears in the worksheet.

2. Explain the components of a chart.

Ans: Components of a chart:

Source Data : The range of cells that make up a chart. The chart is updated automatically whenever the information in these cells change.

Title : This displays the title of the chart.

Legend : It depicts the colours, patterns or symbols assigned to a data series.

Axis : The vertical and horizontal parts of a chart. The vertical axis is often referred to as the Y axis, and the horizontal axis is referred to as the X axis. Generally the X axis displays the category and the Y axis represents the values.

Data Series : These are the bars, slices or other elements that represent the data values.

3. How can you change the layout of a chart?

Ans: To change the layout of a chart, Select the chart. Click on the Design tab. Click on Quick Layout button in the Chart Layout group. Select the desired layout.

4. How can a chart be updated?

Ans: The chart can be updated by updating the data source. When the data source is updated, the chart automatically updates.

5. Already a chart is made .Write the steps to change the type of chart.

Ans: Steps to change the type of chart:

Step-1: Select the chart.

Step-2: On the design tab, click Change Chart Type button. Change chart type dialog box appears.

Step-3: Select another chart type. Then click OK.

6. Write the steps to format a particular item of the chart.

Ans: Steps to format a particular item of the chart:

Step-1: Select the particular item of the chart by clicking.

Step-2: Right click on it and select Format Chart Area.

A dialog box appears. In this dialog box we can format the particular item.

7. Is it possible to print the chart separately? If yes write the steps.

Ans: Yes, it is possible to print the chart separately. Steps to print the chart:

Step-1: Select the chart.

Step-2: Click on File menu and Print.

EXERCISE - 10

MS EXCEL
Excel As Database



I Choose the correct answer.

1. _____ is a strong data base.

Ans: MS Access

2. The process of examining the data that has been entered against certain condition is _____.

Ans: Validation

3. Arranging data on particular order is called _____.

Ans: Sorting

4. _____ allows you to filter data according to specified criteria.

Ans: Advanced filter

II Say True or False.

1. Excel has a built in database system. **[True]**
2. Excel can be accessed from a VB application. **[True]**
3. Sorting of data is a possible feature of excel. **[True]**
4. Validation restricts cell entry based upon a criteria. **[True]**
5. The validation option is in the Data Menu/Tab. **[True]**

III Answer the following Questions.

1. What is Data Validation?

Ans: The process of examining the data that has been entered against conditions that you have provided is called Validation. Data validation is used to restrict the cell entries within a specified range.

2. How can a list be sorted?

Ans: To sort a list, select the list then click on the Sort button in the Data tab. Sort dialog box appears. Select the options you want and click OK.

3. Write the steps to accept an external data list?

Ans: Steps to accept an external data list:

Step-1: Select the data list from the external file and copy it.

Step-2: Select the cell where the data list to be pasted.

Step-3: Click on Paste button on the Home tab.

4. What is filtering?

Ans: Filtering is a quick and easy way to find and work with a subset of data in a range of cells in a column. When a filter is applied to a range of cells, the filtered range displays only those cells that meet the specified criteria for a column.

5. Write any two database related operations.

Ans: Sorting and Filtering.

6. What is sorting?

Ans: Arranging a given set of data according to a particular order (ascending or descending) is called sorting.

7. Write the two options for filtering ranges.

Ans: The two options for filtering ranges are Filter or Auto filter and Advanced Filter.

8. How can you remove filter?

Ans: To remove filter, click on Clear in the Sort & Filter group.

EXERCISE - 11

**MS EXCEL
Macro**



I Fill up the blanks.

1. Macros are stored in Excel in _____ (Language) Codes. **Ans: VB**
2. The Macro option is in the _____ tab. **Ans: View**
3. The _____ software protects the system from Macro viruses. **Ans: Anti-virus**
4. The work book is an _____ of the macro. **Ans: Object]**
5. The _____ function in Visual Basic is used to give messages. **Ans: MsgBox**

II Say True or False.

1. Macros are programs written in Visual Basic. **[True]**
2. A Macro gets activation when a particular event occurs. **[True]**
3. Visual Basic is an Event Driven language. **[True]**
4. A Macro can be disabled. **[True]**
5. A Macro can be recorded as a series of events. **[True]**

III Match the following.

- | | | |
|-----------------|---------|-------------------------------|
| 1. Visual Basic | [] | a. General Section |
| 2. Activate | [] | b. A function in Visual Basic |
| 3. MsgBox | [] | c. Storage Media |

4. Global variable [] d. Programming Language

5. Floppy Disk [] e. An-Event

Ans: 1-D 2-E 3-B 4-A 5-C

IV Answer the following questions.

1. What is a Macro?

Ans: A Macro is a series of commands and functions that are stored in a Visual Basic module and can be run whenever required to perform the task.

2. What is a Virus?

Ans: Viruses are programs that are written by individuals, usually with the purpose to wipe out or corrupt data.

3. What is an Antivirus?

Ans: Antivirus is a software, which saves our computer from virus programs.

4. How can you protect your PC from Macro Virus?

Ans: By opening the macro contained documents in 'disable macro' state we can protect our pc from macro virus. Or by using antivirus software we can save our pc from macro virus.

5. Write short notes on Visual Basic.

Ans: Visual Basic is an Event driven language. That means the program is executed when a particular event is occurred.