

Q7. Answer the following questions:

i. Write the names of main folders in Windows 10.

Ans.

ii. What is the role of File Explorer in Windows 10?

Ans.

iii. Why we save a workbook?

Ans.

iv. What is the purpose of generating a series?

Ans.

v. Write the steps to delete a worksheet in Excel?

Ans.

vi. What is the use of Microsoft Excel?

Ans.

vii. What is conditional formatting?

Ans.

viii. Why do we need to select cells in Excel?

Ans. _____

ix. What is the need of formatting in Excel?

Ans. _____

x. Write the steps to delete a column in a worksheet.

Ans. _____

xi. Write the steps to remove conditional formatting.

Ans. _____

The screenshot shows the Windows 10 File Explorer 'This PC' interface. Several callout boxes are present:

- Top-left: Points to the address bar area.
- Top-center: Points to the ribbon tabs (File, Home, Share, View).
- Top-right: Points to the window control buttons (minimize, maximize, close).
- Middle-left: Points to the 'Quick access' sidebar.
- Middle-right: Points to the 'Folders (6)' section.
- Bottom-left: Points to the 'Devices and drives (3)' section.
- Bottom-right: Points to the '9 items' status bar.

