



**Q: D Match the columns.**

**Column A**

- 1) Compiler
- 2) ADD
- 3) Postscript
- 4) Visual C++
- 5) Byte

**Column B**

- a. High-level language
- b. Fifth generation language.
- c. 8 bits
- d. Assembly language
- e. Language processor

**Ans: 1 – e, 2 – d, 3 – a, 4 – b, 5 - c**

**Q: E Short Answer questions.**

- 1) What is a compiler?

A compiler translate high level language program into machine language at once, and executes it if there is no error found

- 2) What is a low-level language?

Low level language is a language which is in the form of binary code and it is understood by the computer directly

- 3) What do you understand by number system?

Number system is away of representing numbers in different symbols based on the type of system

- 4) What is the basic difference between assembler and interpreter?

An assembler translates programs which are written in assembly language into machine language where as an interpreter converts and executes high level language code to machine language line by line

- 5) Machine language is based on which number system.

Machine language is based on binary number system.

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## BRAIN TEASER:

A. Search for given words in the maze and encircle them.

Y	U	I	U	I	R	Q	H	P
H	J	M	L	Y	G	W	B	L
A	O	F	E	R	C	E	D	N
S	L	C	S	W	G	I	W	M
S	K	D	N	A	J	K	S	H
E	J	S	K	T	U	O	P	U
M	N	E	M	O	N	I	C	S
B	H	A	U	W	Q	A	O	G
L	G	S	L	S	I	X	B	N
E	F	R	G	F	J	B	O	I
R	D	Y	O	C	T	A	L	S
J	O	L	T	G	C	Z	A	Z

### Word List

1. Assembler
2. Mnemonics
3. COBOL
4. Octal

B. Give names of any four high-level languages.

1. C
2. C++
3. JAVA
4. Pascal

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**KEYWORDS:**

- Arithmetic operators: Symbols used for basic mathematical operations.
- Logical operators: Symbols used for comparing data.
- Functions: Ready-made formulas

**EXERCISES:****Q: A Tick (✓) the correct options.**

- Which of the following is an arithmetic operator?
 

a) *	b) =	c) <=
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- In Excel, a formula or function starts with:
 

a) +	b) %	c) =
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- Which of the following is a formula?
 

a) =A1+A5	b) %A1-A2	c) +=A1+A3
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- Which of these is an absolute cell reference?
 

a) A1+A@2	b) <u>\$A\$2</u>	c) @A2@
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- Which of the following is showing a range of cells?
 

a) A2 + B3	b) <u>A3:E3</u>	c) A2&C2
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**Q: B Fill in the blanks.**

- The SQRT function returns square root of a number.
- The TRIM function removes all the extra spaces in between words.
- The ABS function returns the absolute value of a number without its sign.
- The COUNT function counts number of numeric values in a selected range of cells.
- The TODAY function returns the current date.

**Q: C State True or False.**

- Excel treats your cell entry as text when you start an entry with equal sign. **False**
- You can enter a formula in the formula bar only. **False**
- Formulas can contain values only. **False**
- An absolute references does not change when copied. **True**
- The error ##### indicates that column is not wide enough to show the numbers. **True**

**Q: D Match the columns.**

**Column A**

- 1) MIN
- 2) SUM
- 3) LEFT
- 4) #REF!
- 5) LOWER

**Column B**

- a. To get total of numbers.
- b. To get smallest value from a range
- c. Indicates that a cell reference is not valid
- d. To get the text in lowercase
- e. To get leftmost characters from a string

**Ans: 1 – b, 2 – a, 3 – e, 4 – c, 5 – d**

**Q: E Short Answer questions.**

- 1) What is Excel?

Excel is spreadsheet software used for manipulating data

- 2) Define formulas. Mention the syntax to write a formula.

In Excel, calculations are performed on the data by using the formulas. A formula is an

Express on that always begins with= symbol.

Syntax: (Equal sign) = values operator values

- 3) What is a cell reference?

A cell reference refers to a cell on a worksheet and can be used in a formula so that Microsoft Office Excel can find the values or data that you want that formula to calculate

- 4) Give an example of relative reference and absolute reference.

Relative references: By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.

Absolute reference: An absolute cell reference is a cell address that contains a dollar sign (\$) in the row or column coordinate, or both. When you enter a cell reference in a formula, Excel assumes it is a relative reference unless you change it to an absolute reference

- 5) List any four functions of Excel.

- i. SUM      ii. AVERAGE      iii. MAX      iv. MIN

