

Q: C State True or False.

- 1) Excel treats your cell entry as text when you start an entry with equal sign. _____
- 2) Hexadecimal number system is based on 15 digits. _____
- 3) Computer works on machine language. _____
- 4) The area Chart looks more attractive as compared to a line chart. _____
- 5) You can use the combo chart to represent two or more data series. _____
- 6) Formulas can contain values only. _____
- 7) Goal Seek is used for styling data. _____
- 8) The AutoFill feature allows you to fill the data horizontally or vertically in cells. _____
- 9) An absolute references does not change when copied. _____
- 10) The error ##### indicates that column is not wide enough to show the numbers. _____
- 11) Mnemonics are used in fourth level languages. _____
- 12) Interpreter is used to convert assembly language to machine language. _____
- 13) In Microsoft Excel, a chart is often called a graph. _____
- 14) Excel provides only two Charts to represent the data. _____
- 15) You can enter a formula in the formula bar only. _____
- 16) In XY Chart, all the points are connected to lines. _____
- 17) The Pen Tool allows you to create graphics by plotting anchor points. _____
- 18) The Tools Panel contains only colouring tools. _____
- 19) By default, Flash has only one layer. _____
- 20) Sorting is applied to hide unwanted data temporarily _____

Q: D Match the following columns.

Column A

1. Sort & Filter group
2. Forecast group
3. Data Tools group
4. Ctrl key
5. Flash fill
6. Paint Bucket Tool
7. Stage
8. Timeline
9. Frames
10. Property Inspector
11. Pie chart
12. Combo chart
13. Bar chart

Column B

- a. Flash Fill
- b. Data tab
- c. To group worksheets
- d. Flashes on repeated entry
- e. What – if analysis
- f. Displays properties of the selected object
- g. located at the bottom of the stage.
- h. a series of small rectangles
- i. fills closed shapes
- j. a large white area
- k. To provide clear view of highest or lowest values
- l. To show a percentage of the whole
- m. To show two or more data series.

Ans: _____

Q- E Write names of the following.

- 1) Elements of Excel Chart : _____
- 2) Types of Languages: _____
- 3) Third Generation Languages: _____
- 4) Different tools of tools panel : _____
- 5) Types of number systems : _____
- 6) Types of Excel charts: _____
- 7) Components of the Flash Workspace: _____
- 8) Language Processors: _____
- 9) Types of Positional number system: _____

Q: D Short answer questions.

1) What is a chart?

Ans: _____

2) Define pie chart?

Ans : _____

3) Define formulas. Mention the syntax to write a formula.

Ans _____

4) Write the names of the tabs that appear when you select a chart.

Ans: _____

5) What is a cell reference?

Ans: _____

6) What is a compiler?

Ans: _____

7) What is Excel?

Ans _____

8) Machine language is based on which number system.

Ans: _____

9) Describe the AutoFill feature.

Ans : _____

10) How do you group multiple worksheets?

Ans: _____

11) What are anchor points?

Ans : _____

12) What is the work area?

Ans _____

13) What is the use of Paint Bucket?

Ans _____

14) What is sorting?

Ans _____

15) What is filtering?

Ans: _____

Q-7 Write the keyboard shortcuts for doing the following tasks.

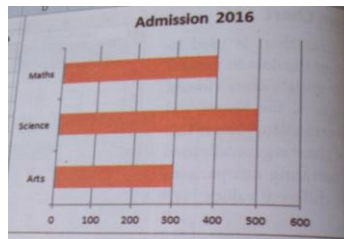
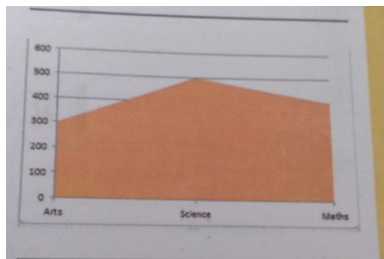
1) To import an image to the stage. - _____

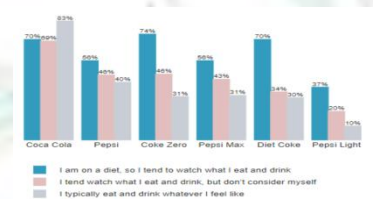
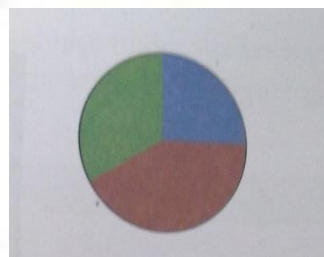
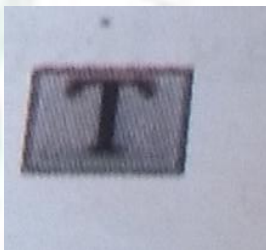
2) To open property inspector panel - _____

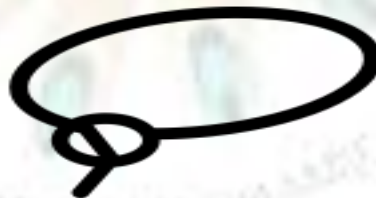
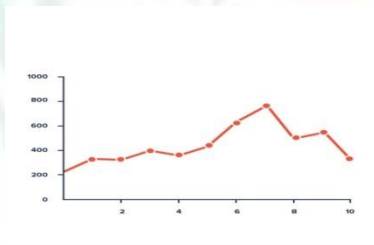
3) Keys to turn filters ON/OFF. - _____

4) To scroll between worksheets. - _____

Q- 8 Identify the following images.

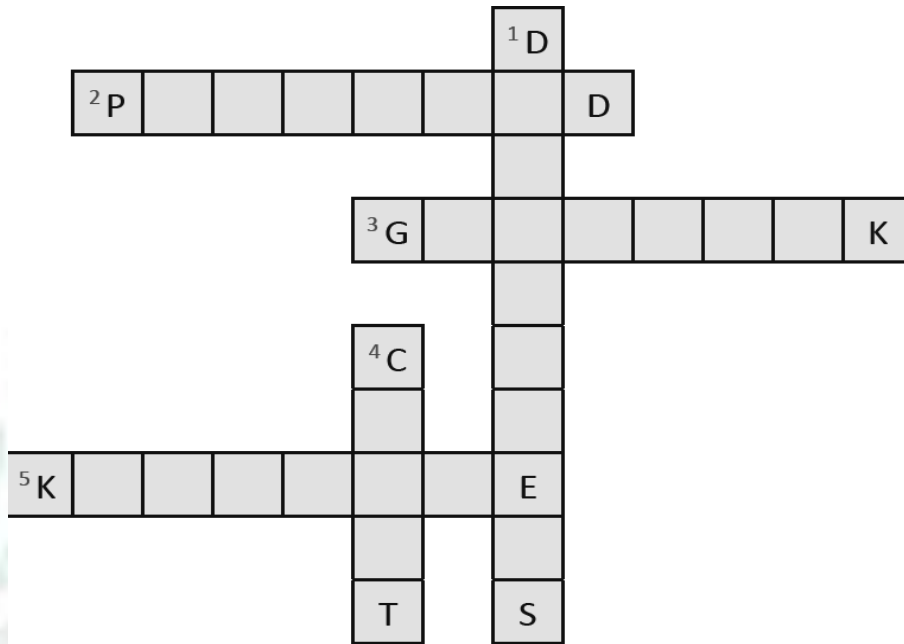






Q – 9 [A] Solve the following crossword with the help of given clues

1. These are used for identifying details of data points in a chart.
2. A red vertical bar that indicates the current frame on the stage,
3. It is a feature of Excel that helps in fixing data in one cell by changing data in another cell.
4. It is a pictorial representation of data.
5. It is a special type of frame where you define some change to an object's properties for an animation.



[B] Solve the following crossword with the help of the given clues.

Hints:

1. It is an action performed to combine two or more worksheets.
2. It is used when what – if analysis is required.
3. It is a drop – down arrow that appears next to a column name.
4. It is used to fill cells horizontally or vertically.

