

SECTION – B

Q.2 Fill in the blanks:

(05 x 0.5 = 2.5 Marks)

- i) A flow chart is the _____ representation of the sequence of steps required to solve a particular problem.
- ii) A _____ are thumbnail images of an open window, attached to a task bar icon.
- iii) A _____ box holds instructions to do the processing act.
- iv) To select a row, click on the _____.
- v) The appearance of the typed entry can be changed by selecting the _____.

SECTION – C

Q.3 Check whether the following statements are true or false:

(05 x 0.5 = 2.5 Marks)

- i) To insert the new row in the worksheet, click on the insert tab, click the insert arrowhead button, and then click on the insert sheet rows.
- ii) To remove the applied border, click on 'Remove Border' option.
- iii) In parallel processing a single processor works on multiple problems.
- iv) The data input can be automated by using the Fill Handle.
- v) To save a workbook, click on the office button and select the save button.

SECTION – D

Q.4 Answer in one word / sentence.

(05 x 01 = 05 Marks)

- i) What is the variable used to keep track of the number of repetition of loop known as?
- ii) Who gathers information when you surf on internet?
- iii) How a cell is formed in a worksheet?
- iv) Name all programming construct types.
- v) Name types of alignment available for data in a work sheet.

SECTION – E

Q.5 Very short answer the following questions:

(05 x 02 = 10 Marks)

- i) How can you open and save a new workbook?
- ii) What is the use of Task bar Preview?
- iii) What are counters?
- iv) What do you mean by an operating system?
- v) What is Absolute referencing?

SECTION – F

Q.6 Answer the following questions: (Any two)

(02x05=10 Marks)

- i) Write about the Decision and Repetition programming constructs.
- ii) What is Flowchart? Draw and explain about symbols used in flowchart.
- iii) What do you understand by Auto Sum and Sorting?