

SECTION – B

Q.2 Fill in the blanks:

(05 x 0.5 = 2.5 Marks)

- i) An Excel document is called a _____.
- ii) You can edit the data either directly in the cell or in the _____.
- iii) _____ is an example of third generation computers.
- iv) To select a row, click on the _____.
- v) _____ is a very quick procedure to find the sum of the numbers entered.

SECTION – C

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

(05 x 0.5 = 2.5 Marks)

- i) The data input can be automated by using the Fill handle.
- ii) Flowcharts represent the sequence of steps in a written form.
- iii) In parallel processing a single processor works on multiple problems.
- iv) Backup of data is a utility program.
- v) The Microsoft company was founded by Charles Babbage.

SECTION – D

Q.4 Answer in one word / sentence.

(05 x 01 = 05 Marks)

- i) What is the purpose of a spreadsheet software?
- ii) Name types of alignment available for data in a work sheet.
- iii) Which part did the first generation computers used?
- iv) When were windows 7 and windows 8 launched?
- v) What is the formation of the cell address?

SECTION – E

Q.5 Very short answer the following questions:

(05 x 02 = 10 Marks)

- i) What is Relative Referencing?
- ii) What do you mean by electronic spreadsheets?
- iii) What is Workstation?
- iv) Which tab and option button will you use to insert a new blank row?
- v) What is the use of Task bar Preview?

SECTION – F

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

(02x05=10 Marks)

- i) What is Fragmentation and Defragmentation?
- ii) What is Flowchart? Draw and explain about symbols used in flowchart.
- iii) Write about the options and their purpose, which are there in the print dialog box?

ALL THE BEST