



Knowing about Software



I. Fill in the Blanks:

- Ans.** 1. Software
2. Applications
3. Photo-Editing

II. Answer the following questions:

1. What is a software? Name its types.

Ans. A Software is a set of programs and procedures that are used to help in the performance of different operations on a computer. System Software and Application Software are two types of software.

2. Explain hardware.

Ans. Computer hardware includes the physical parts or components of a computer that you can see and touch. For example, Mouse, Monitor etc.

3. What is an Operating System? Give an example.

Ans. The Operating System is the first program loaded on to the memory when the computer is turned ON. Without it, you cannot use any Application Software. Windows is one of the most popular Operating Systems.

III. State true or false

- Ans.** 1. True
2. True
3. False
4. True
5. False



Electronic Mail



I. Answer the following questions:

1. What is an E-mail? Name any two E-mail service provider.

Ans. E-mail stands for Electronic Mail that is sent electronically from one computer to another over the internet. Examples: Yahoo, Gmail are the E-mail service providers.

2. Name the three main parts of an E-mail message.

Ans. Header, Body and Footer are the three main parts of an E-mail message.



An Introduction to Excel 2016



I. Answer the following questions:

1. What is a worksheet?

Ans. A worksheet represents the working area on the screen which is divided into rows and columns. It is the area where the data is entered and the calculations are performed.

2. Write down any three advantages of MS Excel 2016 application.

Ans. Following are the advantages of using Excel:

1. Speed
2. Easy to use
3. Formulas automatically recalculate the result when the data values are changed.
4. Calculations can be done easily and accurately.
5. Large amounts of data can be handled easily.
6. Data can be presented graphically through various charts and graphs.

(**Note** : Teacher may ask students to write any 3 advantages)

3. Name the three types of data inputs available in Excel 2016.

Ans. The three types of data inputs available in Excel 2016 are :

- i) Numbers ii) Text iii) Formulas

II. Match the following:

Ans. 1. d 2. a 3. b 4. c

III. Fill in the blanks:

Ans. 1. Millions, thousands
2. Worksheet
3. Formula bar
4. Cell
5. Formula



Working with Excel Data



I. Answer the following questions:

1. Write down the steps for copying data in Excel.

Ans. 1. Select the range of cells to be copied.

2. Click on the Home tab → Copy OR Press Ctrl + C on the key board.

3. Click on the cell, in which you want to copy the data.

4. Click on the Home tab → Paste OR Press Ctrl + V on the keyboard.

2. Write down the steps to insert a column.

Ans. 1. Click on its column header to select the column

2. On the Home tab in the Cells group Click the arrow next to Insert → click on Insert Sheet Columns.

3. The selected column is shifted to the right and a new column is inserted in its place.

3. Write down the steps to move data from one location to another.

Ans. 1. Select the range of data to be moved.

2. Click on the Home tab → Cut OR Press Ctrl + X on the keyboard.

3. Click on the cell where you want to insert the data.

4. Click on the Home tab → Paste OR Press Ctrl + V on the keyboard.

II. Fill in the blanks:

Ans. 1. Redo

2. Copy

3. Range



Designing a Worksheet



I. Answer the following questions:

1. What is formatting?

Ans. The worksheet can be presented in an effective and colourful way by changing the font style or the colour of the cells. This is called Formatting.

2. What is conditional formatting?

Ans. Conditional Formatting is a feature which allows you to format the data that meets certain applied conditions.

3. How to apply different border styles to a cell?

Ans.

1. Select the range of cells.
2. Click on the drop-down list box of the Borders Button on the Font group in the Home tab.
3. Choose the Borders style options to have a border.

II. Fill in the blanks:

Ans.

1. Font Color
2. Borders
3. Conditional Formatting



Knowing about Formulas



I. Answer the following questions:

1. What is a formula ?

Ans. To make calculations work, a formula is required which has a reference of the cell address.

2. What is a Function in Excel 2016?

Ans. A function is a pre-defined formula for performing a particular task.

3. Explain the AutoSum feature of Excel.

Ans. The AutoSum Button automatically calculates the sum of the numbers. Click on the AutoSum Button on the formula tab, in Function Library to calculate the sum of the numbers, automatically without having to type a formula.



More about Formulas



I. Answer the following questions:

1. Explain the “If” function.

Ans. The IF statement checks the condition first and then decides whether to perform a ‘true_action’ or ‘false_action’. The formula is, = IF (condition, true_action, false_action)

2. What is the function library?

Ans. Function Library is a collection of different functions available in Formula Tab. To invoke Function Library:

1. Click the Insert Function button → Select the Category and your choice function → Click on OK button.
2. Fill the Arguments in the argument boxes, click OK button.

3. How can you generate numbers serially? Explain with steps.

Ans.

1. Type the first two numbers of the series in two adjacent cells.
2. Select both the cells.
3. Move the cursor to the right-hand bottom side of the cell to get the Fill Handle (+).
4. Click on the Fill Handle (+) and drag it to the required cell number.
5. The numbers will be generated serially.

4. Explain the “OR” function.

Ans. The OR () Function returns True if any of the conditions are True and returns False if all conditions are False. The formula is, =IF(or(condition 1, condition 2), True Statement, False statement)

II. Fill in the blanks:

Ans.

1. AND
2. Excel
3. Two

III. Match the following:

Ans. 1. b 2. a



Database in Excel 2016



I. Answer the following questions:

1. What are the two ways of sorting a data?

Ans. The data can be sorted either alphabetically (A, B, C, D,) or numerically (1, 2, 3, 4,) and further can be sorted in the ascending order (1,2,3, 4,...../A,B,C,D,.....Z) or descending order (9,8,7,6,..... or Z,Y,X,W,.....A).

2. What do you mean by filtering data?

Ans. While working with a large set of data, it is difficult to get specific data. In MS-Excel, filtering displays the data as per your requirement and hides the rest of the data temporarily.

3. How will you remove a filter?

Ans. To remove the filter to get the complete data back once again :
Click on the Data Tab → Select the Filter option from Sort and Filter group.

II. Fill in the blanks:

- Ans.**
1. Filter
 2. Sort and Filter
 3. Ascending
 4. Filter
 5. Sorting



Presenting Data with Charts



I. Answer the following questions:

1. Name the types of charts.

Ans. The types of charts in Excel 2016 are Column Chart, Pie Chart, Bar Chart, Treemap, Sunburst, Waterfall, Histogram, Pareto and Box & Whisker.

2. How many chart tools are available? Name them.

Ans. Click on the chart tools to get them on the Ribbon. They are available in the following two tabs:

1. Design Tab : Tools for editing Chart types, Data switch over, Chart Layouts, Chart Styles and Move chart.
2. Format Tab : It is used for formatting Axis Titles. Tools are available in various groups like Current Selection, Shape Styles, Word Art Styles, Arrange and Size.

II. Fill in the blanks:

- Ans.**
1. Charts
 2. Column
 3. Pie chart



Printing worksheets in Excel 2016



I. Answer the following questions:

1. Why is a printout needed?

Ans. The screen displays the information only as long as the computer is ON. Therefore, sometimes it is convenient to have a printout of the worksheet.

2. What is the advantage of the Print Preview?

Ans. The Print Preview shows how a worksheet will look when we print it on paper. This will help us to make last minute changes or adjustments in our worksheets.

II. Fill in blanks:

Ans. 1. Header
2. Footer
3. Print Preview



What's New in the Tech World



I. Fill in the blanks:

- Ans.** 1. Office 365 Education
2. 15 GB
3. Augmented Reality
4. 2005
5. Oculus Rift

II. Match the following:

- Ans.** 1. c 2. d 3. a 4. b

III. Answer the following questions:

1. What is the difference between Augmented reality and Virtual reality?

Ans. Augmented Reality (AR) is a technology which adds a few things to our real world whereas Virtual Reality re-creates a computer simulated reality.

2. What is Google Drive?

Ans. Google Drive is a cloud service offered by Google on which we can store our files. We can access those files from anywhere. Google Drive offers us 15 GB of free cloud storage.