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Class IX
Session 2021-22
Computer Worksheet -2

Q1: Tick (✓) the correct option.

1. Which among the following is not an Animation Effect?
 - a. Entrance
 - b. Emphasis
 - c. Repeat
 - d. Motion Path

2. Which Tab contains the different view options of a presentation?
 - a. File
 - b. Home
 - c. View
 - d. Animations

3. Name the view that shows a thumbnail of each slide in order.
 - a. Normal View
 - b. Outline View
 - c. Slide Sorter View
 - d. Reading View

4. Maximum how many slides can you include in a page in a handout?
 - a. 2
 - b. 4
 - c. 6
 - d. 9

5. Which command is used to insert a new slide into a presentation?
 - a. New Slide
 - b. Fresh Slide
 - c. Blank Slide
 - d. Title Slide

6. Which among the following views allows you to give a thumbnail view of all the slides in a presentation?
 - a. Normal View
 - b. Outline View
 - c. Notes View
 - d. Slide Sorter View

7. Name the group that contains the Format Background command.
 - a. Themes
 - b. Variants
 - c. Customize
 - d. Designer

8. Which among the following is not a fill style in Format Background panel?
 - a. Solid fill
 - b. Gradient fill

c. Pattern fill

d. Mixed fill

9. Which among the following group contains the Header & Footer command?

a. Slides

b. Tables

c. Comments

d. Text

10. On which tab, you find the Layout button?

a. Slide Show

b. View

c. Home

d. Insert

11. Which among the following Microsoft Office package is a spreadsheet application?

a. Word

b. Excel

c. PowerPoint

d. Access

12. The default name for a Excel Workbook is _____.

a. Workbook1

b. Worksheet1

c. Sheet1

d. Book1

13. What is the total number of rows in a Excel Worksheet?

a. 256

b. 1024

c. 1048576

d. 1048578

14. Which of the following constitutes a Cell Reference?

a. It is column name followed by a row number.

b. It is row number followed by a column name.

c. It is row number followed by a hyphen and a column name.

d. It is column name followed by a hyphen and a row number.

15. A Cell range always has the _____ symbol between the cell references.

a. ; (semicolon)

b. . (fullstop)

c. , (comma)

d. : (colon)

16. The cell which is currently being used is called _____.

a. Current Cell

b. Active Cell

c. Start Cell

d. Editing Cell

17. Which of the following shows the reference to the Active Cell?

a. Name Box

b. Active Box

c. Both a and b

d. None of these

18. Which of the following function key is used for editing in a cell?

a. F1

b. F2

c. F3

d. F4

19. The default extension of Excel file is _____.

a. .xlsx

b. .xld

c. .xlm

d. .xlExcel

20. Which of the following comes under Horizontal Alignment

a. Left Alignment

b. Right Alignment

c. Center Alignment

d. All of these

Q2: Fill in the blanks:

1. The 2 tabs of the Header and Footer dialog are _____ and Notes and Handouts.

2. A small _____ before an animated object on a slide show that it has an animation along with the order of animation.

3. The Picture command of the Insert Tab is present in the _____ group.

4. _____ slides involve adding movement and sometimes sound to text or to the slides in a presentation.

5. A _____ is a design template that shows the arrangement of various objects over a slide.

6. A _____ is a box with a dotted outline, designed for the placement of different type of content on the slide.

7. The _____ animation effect controls the way how an object enters the slide.

8. _____ animation effect controls the way how an object exits the slide.

9. The _____ Pane is present in the Animations Tab.

10. The _____ layout is usually used for comparison between 2 items.

11. In a cell, you can have either a _____ or/and _____ alignment.

12. The default name of an Excel workbook is _____.

13. The _____ is the last column name in Excel.
14. A _____ is a file in which data is kept in worksheets.
15. _____ refers to a location of a cell which is the column name followed by row number.
16. We use the keyboard combination _____ to activate Format Cells.
17. An intersection point of a row and a column is called a _____.
18. By default text is aligned to the _____ and numbers are aligned to the _____.
19. The _____ group of the Home Tab contains the Fill command.
20. Shift cells up option of the Delete dialog is used to fill the space produced by the _____ cell with the cell underneath it

Q3: State whether the following statements are True (T) or False (F).

1. The LARGEST() function allows you to find the largest value in a range.
2. You cannot modify a chart after it is created.
3. <> is an arithmetic operator.
4. A Chart is a pictorial representation of data.
5. Excel allows you to print selected sheets in a workbook.
6. Circular Reference and Mixed Reference is same.
7. In a mathematical expression, the calculation in parenthesis is always evaluated first.
8. Arguments in a function are separated by (comma).
9. A Line Chart displays the contribution of each value to a total.
10. Data Series is the actual charted values of the source data.
