ST. XAVIER'S SENIOR SECONDARY SCHOOL, DELHI-54

Note: All the answers to be done on the question paper itself.

Q1.   Fill in the blanks: (½x10=5)

1. SUM, AVERAGE, MAX and MIN are _____ functions.

2. Every cell has a name called its _____

3. An absolute referencing is specified by using _____ sign.

4. A _____ is a machine for manipulating data according to a list of instructions known as a _____

5. _____ is used to display video, images or computer data on a larger screen.

6. _____ and _____ are the most commonly used output devices.

7. A byte is a collection of _____ bits.

Q2.   Tick the right answer   (½x10=5)

1. RAM is an example of _____ memory.
   (a) primary
   (b) secondary
   (c) none of these

2. Software are a set of _____
   (a) programs
   (b) files
   (c) data

3. A computer represents data using digits _____
   (a) 1 and 2
   (b) 0 and 2
   (c) 0 and 1

4. _____ keys open Task Manager window.
   (a) Ctrl + Alt
   (b) Shift + Delete
   (c) Ctrl + Alt + Delete

5. _____ is used to filter data on specific conditions.
   (a) Filter
   (b) Custom Filter
   (c) None of these

6. To see all the rows again after applying Filter, click _____ option.
   (a) Sort
   (b) Clear
   (c) None of these

7. ALU, CU and MU are parts of the _____
   (a) software
   (b) CPU
   (c) RAM

8. _____ are user-defined collection of the content.
    (a) Windows
    (b) Libraries
    (c) Views

9. Windows Explorer is used to manage _____
    (a) files
    (b) folders
    (c) Both (a) and (b)

10. _____ function counts the number of cells that contain numbers.
    (a) MAX
    (b) COUNT
    (c) IF

Q3.   Write two names for the following: (½x10=5)

1. Name any two hardware input devices.
_____

2. Name any two hardware output devices.

_____

3. Name any two storage devices.
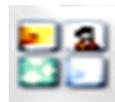

_____

4. Name any two system software.

_____

5. Name any two application software.

_____

Q4.   Identify the following icons of MS-EXCEL window: (½x10=5)

_____   _____

_____   _____

Q5.   Give answer in one word: (½x6=3)

    1. A collection of all the files in an organization _____
    2. A part of CPU that performs mathematical calculations _____
    3. The function that helps to give condition in ms-excel _____
    4. The function that helps to add the numbers _____
    5. Which output device is used for making large paper drawings _____
    6. Which input device is used to identify magnetized characters given on a cheque _____

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