

FORMATIVE ASSESSMENT – SECOND MID TERM

ENTER THE WORLD OF IT

Max. Marks: 25

Std - III

Time: 1½ Hrs

Name of the School: <hr/>	Name of the Student: <hr/>
Place: <hr/>	Roll No.: <hr/>

I. Choose the best answer:

$$5 \times 1 = 5$$

II. Write true or false:

$$4 \times 1 = 4$$

6. An excel file is called a workbook. – _____

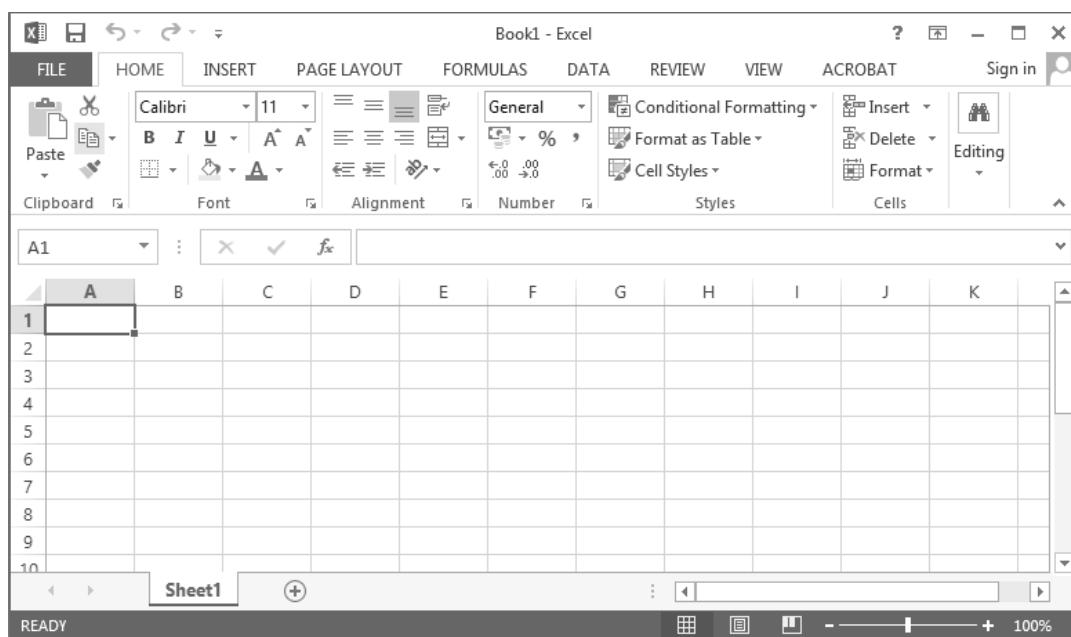
7. A vertical group of cells in a worksheet is called row. – _____

8. A continuous group of cells in a work sheet. – _____

9. Mathematical functions cannot be done in MS Excel. – _____

III. 10. Label the parts in the Microsoft excel window:

$$5 \times 1 = 5$$



IV. Answer the following:

3 x 2 = 6

11. How would you start excel?

12. Write the syntax of typing a formula in excel.

13. List out the date formats supported by Excel.

V. 14. Draw a mind map on the five different types of data that are recognized by Excel: 1 x 5 = 5