

FORMATIVE ASSESSMENT – SECOND MID TERM

ENTER THE WORLD OF IT

Max. Marks: 25

Std - III

Time: 1½ Hrs

Name of the School:	Name of the Student:
Place:	Roll No.:

I. Choose the best answer: 5 x 1 = 5

1. A worksheet is made up of \_\_\_\_\_.

a) rowsb) fieldc) columnsd) both a & c
2. A selected cell is called the \_\_\_\_\_.

a) hide cellb) working cellc) active celld) detective cell
3. To edit the contents of a cell. The \_\_\_\_\_ function key is used.

a) F5b) F1c) F2d) F11
4. An Excel file is called a \_\_\_\_\_.

a) Workbookb) Work sheetc) Cell addressd) Name box
5. The sequential numbers along the left side of the worksheet form the \_\_\_\_\_.

a) Column headingsb) Row headingsc) Rowd) Column

II. Write true or false: 4 x 1 = 4

6. An excel file is called a workbook.

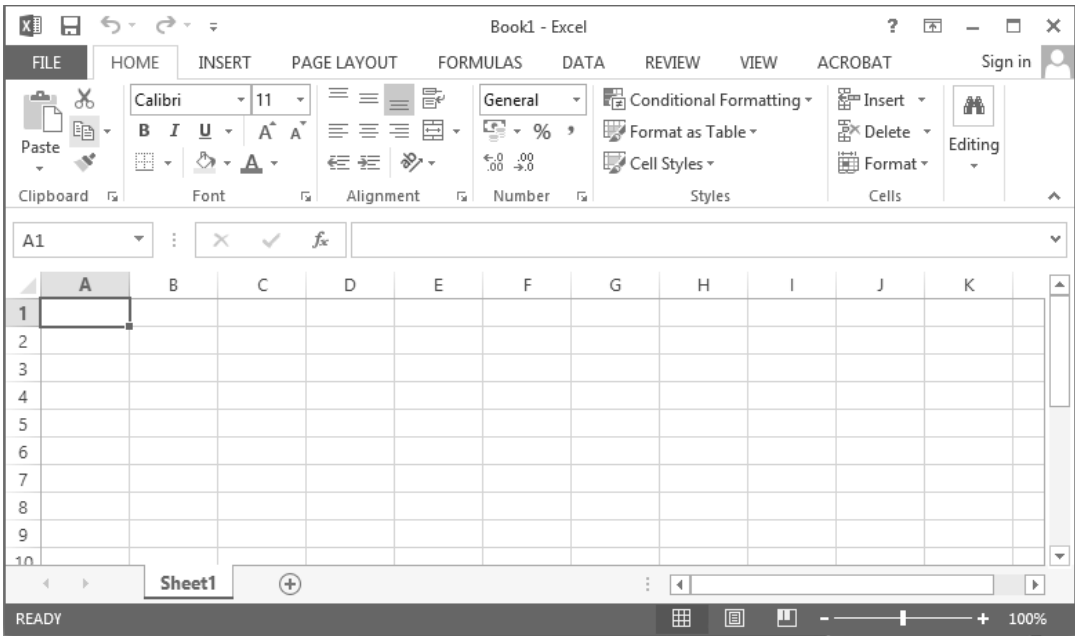
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7. A vertical group of cells in a worksheet is called row.

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

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9. Mathematical functions cannot be done in MS Excel.

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III. 10. Label the parts in the Microsoft excel window: 5 x 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**