



## **FORMATIVE ASSESSMENT – SECOND MID TERM**

**ENTER THE WORLD OF IT**

**Max. Marks: 25**

Std - IV

**Time: 1½ Hrs**

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

### I. Choose the best answer:

$$5 \times 1 = 5$$

**II. Answer the following (Any 4)**

$$4 \times 2 = 8$$

## 6. What can be typed in a cell?

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## 7. What are the horizontal alignments?

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## 8. What is a function?

9. List out the arithmetic operators used in Excel.

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## 10. What are the advantages of using charts?

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**III. Answer the following on detail:**

**2 x 5 = 10**

11. Define a chart and explain about the different types of charts.

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12. What is the use of the fill command? Explain with an example.

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13. Explain the icons for formatting in a worksheet.

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**IV. Draw a mind map:**

**2 x 1 = 2**

14. The functions used in Excel.