

FORMATIVE ASSESSMENT – SECOND MID TERM

ENTER THE WORLD OF IT

Max. Marks: 25

Std - IV

Time: 1½ Hrs

Name of the School: Place:	Name of the Student: Roll No.:
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- I. Choose the best answer:5 x 1 = 5
1. In excel, a formula begins with _____ sign

a) +b) ?c) =d) &
2. Calculations can be done in spreadsheets using _____

a) formulab) calculatorc) functionsd) both a & c
3. By default, text entieres are _____ aligned

a) leftb) rightc) topd) bottom
4. To change the column width the _____ dialog box is used.

a) column heightb) column widthc) change columnd) modify column
5. The formula = A1+A2+A3+A4+A5 is equivalent to _____.

a) = sum(A1:A5)b) = sum(A1:A5)c) = sum(A1:B5)d) = sum(B1:B5)

- II. Answer the following (Any 4)4 x 2 = 8
6. What can be typed in a cell?
7. What are the horizontal alignments?
8. What is a function?
9. List out the arithmetic operators used in Excel.
10. What are the advantages of using charts?

III. Answer the following on detail:

2 x 5 = 10

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

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

13. Explain the icons for formatting in a worksheet.

IV. Draw a mind map:

2 x 1 = 2

14. The functions used in Excel.