

I. Choose the correct answer:

$$5 \times 1 = 5$$

- Calculations can be done in spreadsheets using _____.
 - Formula
 - Calculator
 - Functions
 - both formula and functions
- To change the column width the _____ dialog box is used.
 - Column height
 - Column width
 - Change column
 - Modify column
- Bit is a _____.
 - Binary display
 - Boolean digit
 - Binary digit
 - Binary term
- A computer's memory is measured in terms of _____.
 - Metres
 - Gram
 - Kilo
 - Bytes
- Computer memory is classified into _____ types.
 - 4
 - 2
 - 3
 - 5

II. Fill in the blanks:

$$5 \times 1 = 5$$

6. RAM is also called _____.
7. In Excel, a formula begins with _____ sign.
8. The formula = A1 + A2 + A3 + A4 + A5 is equivalent to _____.
9. By default text entries are _____ aligned.
10. 1024 Bytes = _____.

III. Answer the following:

5 x 2 = 10

11. What are the horizontal alignments?
12. What are the advantages of using charts?

13. What is a memory unit?
14. What are secondary storage devices?
15. List out the secondary storage device.

IV. Explain in detail:

4 x 5 = 20

16. Tabulate the memory measurement.
17. Define a chart and explain the different types of charts.
18. Explain the icons for formatting in a worksheet.
19. List out the differences between RAM & ROM.

V. 20. Draw a mind map on memory and its categories.

1 x 10 = 10