

FORMATIVE ASSESSMENT – SECOND MID TERM**COMPUTER SCIENCE****Max. Marks: 25****Std - III****Time: 1 Hr**

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

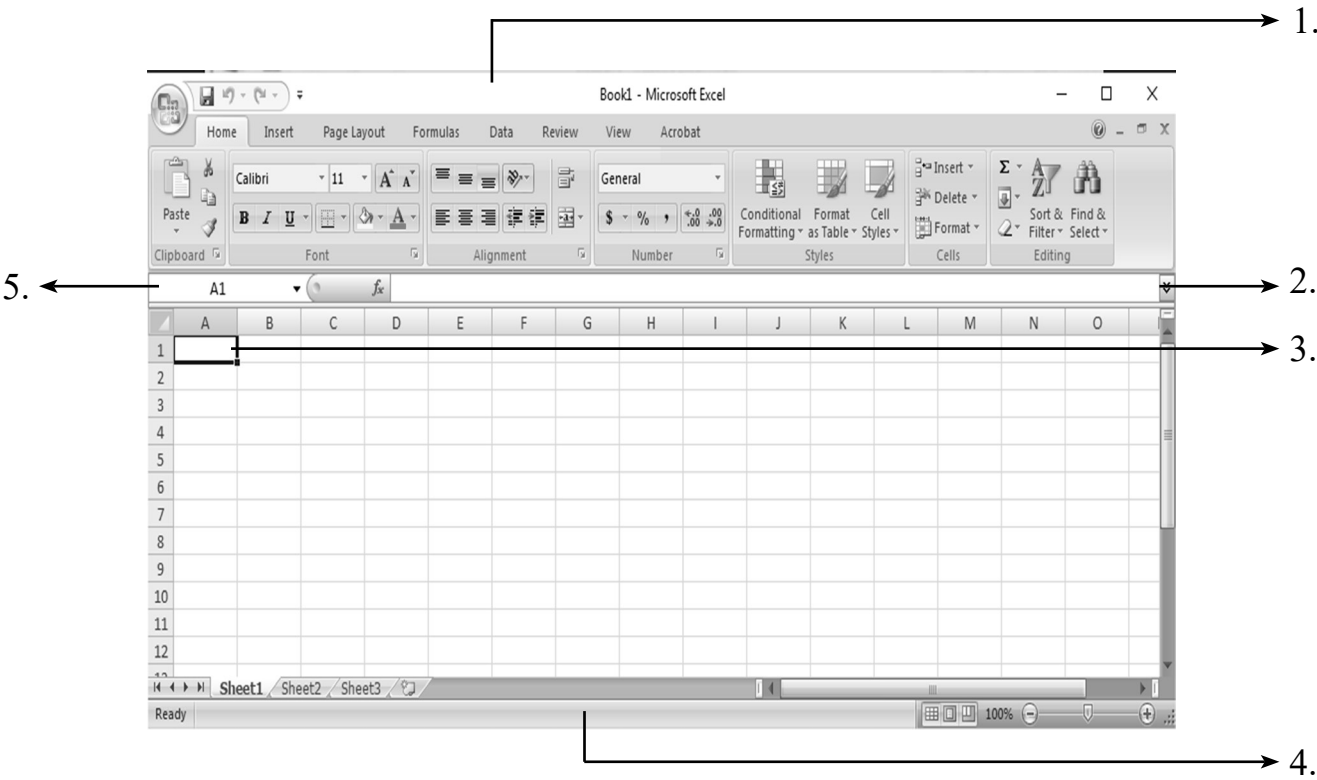
I. Choose the best answer:**5 x 1 = 5**

1. MS Excel was developed by _____ corporation.
a) Microsoft b) Macromedia C) Apple D) HCL
2. _____ has the ability to recalculate automatically.
a) Word b) Excel c) PowerPoint d) Access
3. A selected cell is called the _____.
a) hide cell b) working cell c) active cell d) deactive cell
4. A worksheet is made up of _____.
a) rows b) field c) columns d) both (a) and (c)
5. To edit the contents of a cell, the _____ function key is used.
a) F5 b) F1 c) F2 d) F11

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

1. Cell is the intersection of field and row.
2. An Excel file is called a workbook.
3. Mathematical functions cannot be done in MS Excel.
4. A continuous group of cells in a worksheet is called a range.

III. Label the parts in the Microsoft Excel window: 5 x 1 = 5



III. Answer the following: 3 x 2 = 6

- 1. How would you start Excel?
- 2. Define cell address with an example.
- 3. What is a range?

IV. Draw a mind map on the five different types of data that are recognised by excel: 1 x 5 = 5