

FORMATIVE ASSESSMENT – SECOND MID TERM

COMPUTER SCIENCE

Max. Marks: 25

Std - III

Time: 1 Hr

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

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

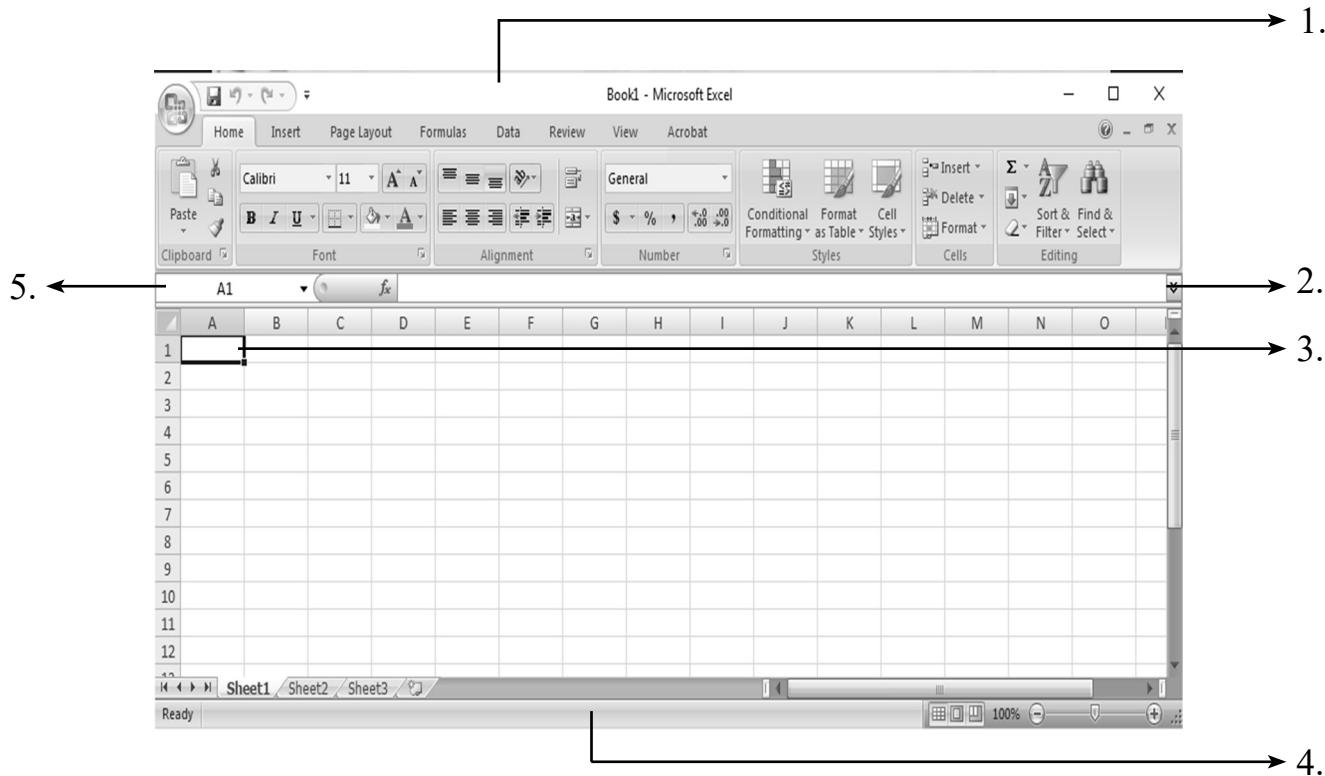
II. Write true or false:

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:

$5 \times 1 = 5$



III. Answer the following:

$3 \times 2 = 6$

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: $1 \times 5 = 5$