

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

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

**I. Choose the best answer:****5 x 1 = 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)
- In Excel, A formula begins with \_\_\_\_\_ sign.  
a) +                      b) ?                      c) =                      d) &
- By default, text entries are \_\_\_\_\_ aligned.  
a) left                      b) right                      c) top                      d) bottom
- Calculations can be done in spreadsheets using \_\_\_\_\_  
a) formula                      b) calculator                      c) functions                      d) both (a) and (c)
- To change the column width the \_\_\_\_\_ dialog box is used.  
a) column height    b) column width    c) change column    d) modify column

**II. Answer the following in one or two lines: (Any 4)****4 x 2 = 8**

- What can be typed in a cell?
- What is a function?
- What are the advantages of using charts?
- What are the Horizontal Alignments?
- List out the arithmetic operators used in Excel.

**III. Answer the following in detail: (Any 2)**

**2 x 5 = 10**

1. Define a chart and explain about the different types of charts.
2. Explain the icons for formatting in a worksheet.
3. What is the use of the fill command? Explain with an example.

**IV. Draw a Mind map:**

**1 x 2 = 2**

1. The functions used in Excel.