

ANSWER THE FOLLOWING QUESTIONS

Total Mark : 30

1.  $(317)_8 = (\text{-----})_{10}$
2. In hexadecimal number system A-F represent digit ----- to -----
3. ----- bit = 1 nibble.
4. ----- nibbles = 8 bits.
5.  $(59)_{10} = (\text{-----})_{16}$
6.  $1111/11 = ?$
7. ----- is the collection of information related to a particular object.
8. To activate a Form click on File->-----.
9. To search a record click on ----- option of form window.
10. Filter button is in ----- Tab.
11. ----- is used to restrict the type of data or value that user enters in a cell.
12. ----- features in a helps to manage, analysis, extract specific information from a row related data.
13. ----- function key is used to create a chart in a new sheet.
14. To change the chart type and its subtype, select Design **Tab**->-----
15. **Add chart Elements** button is available in ----- tab.
16. **Add chart Elements is available in** ----- **group.**
17. A ----- chart is a combustion of two or more charts.
18. The Goal seek option is available on ----- tab.
19. We can add the data of multiple sheet by using ----- feature.
20. The short cut to insert a frame is -----.
21. The tool panel of Animate is divided into four parts as -----, -----, -----, -----.
22. Animate cc was released on February 8 of -----.
23. Keyframe can be of ----- types.
24. ----- short cut key to display document setting dialog box.
25. To make the properties panel visible on the screen press ----- key combination.
26. The short cut key to open color panel to set gradient is -----.

27. To ungroup the selected object press -----+-----+-----.
28. ----- gradient changes the color from starting point to ending point in a straight line.
29. ----- tool is used for transforming the shape.
30. The short-cut to import a picture is -----.

