

- A) 1) Microsoft Windows is used to run and organise digital media files on a computer.
- 2) Ripping refers to copying songs from a CD/DVD to a computer.
- 3) Different styles of writing characters/text in a specific size are known as fonts.

B) 1) You can drag and drop an app from one desktop to another in the Task View pane.

2) Windows 10 automatically changes to Tablet mode if it detects that there is no keyboard attached.

3) The reading mode of Microsoft Edge opens a web page with only the pictures displayed.

4) Windows Hello enables you to perform quick actions such as adjusting the screen brightness.

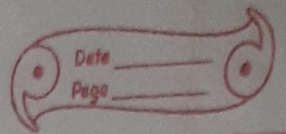
5) Burning a CD and ripping a CD are two entirely different operations.

C.) Application based question

1) Sia wants to burn her favorite songs on a CD/DVD. Which utility program she should use -

2) Kriti wants to make her system more secure through biometric login. Which feature of Windows 10 can help her so -

C.W
2/8/21



Section A

A) 1) The appearance of Date and time on a worksheet depends on the Format applied to the cell.

2) To repeat most of the commands or actions, press the Ctrl+F9 function key.

3) You can minimize the worksheet by pressing the F4 key combination.

4) The Enter and Close buttons are present on the Formula Bar.

5) When you use F2 key for modification, the insertion point appears at the End of the cell content.

6) To copy the data, the Ctrl+C key combination can be used.

7) The default value for column width and row height in a worksheet are 8.43 and 15 points respectively.

B) Copying refers to placing data from one place to another. F

2) Ctrl+A key combination is used to select a row. F

3) Auto fill is a feature to copy data simply by dragging the fill handle to the cells to be filled in. T

4) To turn on Overtyping mode, press the insert key from the keyboard. F

5) Copy, Cut and Paste buttons are present in the Font group. F

6) To insert a new column in Excel sheet, select Add Button. F

7) The short cut for Flash Fill is Shift+E. F

Ritu has

C) 1) To insert right click the header and then insert a new column.

Section B

- 1) F2
- 2) Paste
- 3) Ready
- 4) Ctrl
- 5) Ctrl + Z
- 6) Ctrl + Shift + >
- 7) Ctrl + A

B) 1) Ans) Edit mode is indicated on the left side of the Status Bar. Position the pointer at the desired place and change the contents.

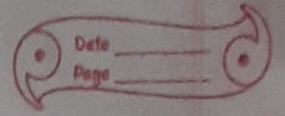
2) Ans) Select the column/cell to the left of which a new column is to be inserted. For example we have selected column F. Click on the drop-down arrow of the Insert button in the Cells group on the Home tab and choose the Insert Sheet Columns option. Excel inserts a blank column to the left of column E and shifts the entries of column 'E' to 'F'.

3) Ans) After making modifications on a cell, you may wish to cancel the changes and retrieve the previous data. To undo the last action performed, use the Undo button on the Quick Access toolbar. The Redo command is used to quickly repeat the last action that you have undone using Undo command. To do so, click on the Redo button on the Quick access toolbar.

4) Ans) To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Chapter 2

Section A



1) A) 1) A)

2) B)

3) B)

4) A)

5) B)

6) 1) B)

2) B)

3) A)

4) B)

5) A)

C) 1) Ans) To burn her favourite songs on a CD/DVD she needs to use the Windows Media Player Utility program

2) A) The ^{Windows} Action Centre of Windows 10 can help Kriti to make her system more secure through biometric login.

Section B

1) A) 1) A)

2) A)

3) A)

B) 1) Ans) Windows media player runs & organises the digital media files (both audio & video) available in the comp. memory. This software allows you to play, copy & create CDs/DVDs, and copy music and video to portable devices.

2) A) When you rip music, you are actually copying songs from a CD to computer whereas Burning is copying files from computer to CD/DVD.

3) A) Windows Hello is Microsoft's new built-in biometric security system for Windows 10. It allows you to sign in to your system using data like fingerprint, face, iris recognition. Biometric logins are secure, fast, & easy to create. It requires appropriate hardware devices to be connected to the system for its proper working.

4) B) If you want to remove some unnecessary files from your hard disk to free up the disk space & help your computer run faster, you can use Disk cleanup feature.

Section A


- A) 1) Ans) Transition
 2) Ans) Objects & text
 3) Ans) Action button
 4) Ans) Microphone
 5) Ans) From beginning
 6) Ans) Loop until stopped

- B) 1) Ans) True
 2) Ans) True
 3) Ans) False
 4) Ans) False
 5) Ans) True
 6) Ans) False
 7) Ans) False

C) 1) Ans) Action button

2) Ans) Click on new slide drop down menu on home tab select slide from outline option.

Section B

- A) 1) Ans) Ctrl + D
 2) Ans) Animation
 3) Ans) WAV
 4) Ans) 

B) 1) Ans) The ability to move objects like text, graphics, charts, logos etc on the slide is called Animation. It can help make a powerpoint presentation more dynamic and help make information more memorable. You can also add sound to increase the intensity.

2) Ans) Transition is a tool in Microsoft Powerpoint that creates movement in the slides as one slide changes to another during a presentation.

- 3) Ans) *
- Select the slide to insert the recorded sound.
 - * Click on the Audio drop-down arrow in the Media group on the insert tab.
 - * Choose the Record Audio option from the dropdown menu.
 - * The Record Sound dialog box appears. Type a name for the audio recording if you want.
 - * Click on the Record button to start recording. When you have finished recording, click on the stop button.
 - * When you are done, click OK. The Audio clip icon appears on the slide denoting that the audio file has been embedded in the slide.
- 4) Action buttons are built on button shapes you can add to a presentation & set to link to another slide, play a sound, or perform a similar action. When someone clicks/hovers over the button the selected action will occur. Action buttons can do many of the same things as hyperlinks.

Chapter 5

Section A

A) 1) ~~Ans~~ calculations

2) ~~Ans~~ Equal to (=)

3) ~~Ans~~ cell reference

4) ~~Ans~~ absolute reference

5) ~~Ans~~ concatenation

6) ~~Ans~~ arguments

7) ~~Ans~~ Parenthesis

8) ~~Ans~~ \$

B) 1) ~~Ans~~ False

2) ~~Ans~~ False

3) ~~Ans~~ False

4) ~~Ans~~ True

5) ~~Ans~~ True

6) ~~Ans~~ False

7) ~~Ans~~ True

8) ~~Ans~~ False

C) 1) ~~Ans~~ = Max (digits)

= Min (digits)

2) Increase in salary = 10% of ₹ 15,000

$$= \frac{10}{100} \text{ of } ₹ 15,000$$

$$= \frac{10}{100} \times ₹ 15,000 = ₹ 1,500$$

Section B

A) 1) ~~Ans~~ Sheet 1:104

2) ~~Ans~~ A1:T=

3) ~~Ans~~ Max

4) ~~Ans~~ MOD

5) ~~Ans~~ ~~10~~ A3

6) ~~Ans~~ count

B) 1) A formula is an expression telling the computer what mathematical operation to perform upon a specific value.
Ex = Sum (A\$1:A\$3) which adds the total of cells A1, A2, & A3

2) a) The cell address in the formula is known as cell reference.
○ Relative reference
○ Absolute reference
○ Mixed reference

3) 1) 2 ways of entering a cell reference in a formula:

a) Relative reference: In this method reference for a cell is based on the position relative to the cell. Ex = A3 = A1 + A2

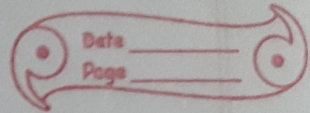
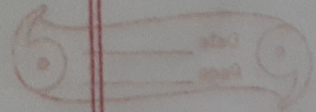
b) Mixed reference: In this type of reference, either row or column is fixed by placing a dollar sign (\$) before it.

The difference between the 2 ways becomes visible when the formula is copied to other cells. In case of relative reference, the cell reference automatically gets changed whereas the fixed column or row gets changed whereas the fixed column or row remains unchanged whereas the fixed column or row in case of mixed reference.

4) 1) The absolute cell reference in excel is a cell reference that contains a dollar sign (\$) - With the use of absolute references we can keep a row / a column constant / can keep both constant. It doesn't change when copied to other cells.

2) 1) Function library group buttons of formulas tab excel - Also this is one of the most used group because of the various different functions. The function library group has the insert function, Autosum & recently used buttons & the financial, logical, text & the date / time buttons.

2) 1) A formula in a cell that directly / indirectly references to its own cell is called circular reference. Ex - The formula in cell A3 below directly refers to its own cell. This isn't possible. Excel returns a # if you accept this circular reference.



→) A) A function is a group of statements that together perform a task. Some functions are: - sum, area, etc.