

Revision Worksheet

1) $(37)_8 = (207)_{10}$

2) In hexadecimal number system A-F represent digit 10 to 15.

3) 4 bits = 1 nibble.

4) 2 nibbles = 8 bits.

5) $(59)_{10} = (3B)_{16}$

6) $1111 / 11 = 101$

7) Database is the collection of information related to a particular object.

8) To activate a screen click on file \rightarrow options.

9) To search a record click on screen option of screen window.

10) Filter button is in Data Tab

- 11) Data validation is used to restrict the type of data or value that user enters in a cell.
- 12) The subtotal features in excel helps to manage, analysis, extract specific information from a row or column data.
- 13) F11 function key is used to create a chart in a new sheet.
- 14) To change the chart type or subtype, select Design tab -> Type.
- 15) Add chart elements button is available in Design tab.
- 16) Add chart element is available in chart layout group.
- 17) A combo chart chart is a combination of two or more charts.
- 18) The Goal seek option is available on Data tab.
- 19) We can add the data of multiple sheet by using consolidate feature.

- 20) The short cut to insert a frame is Insert → Timeline (F5).
- 21) The tool panel of Animate is divided into four parts as Tool, view, colours and options.
- 22) Animate CC was released on February 8th 2016.
- 23) Keyframe can be of 2 types.
- 24) Ctrl-O short cut key to display document setting dialog box.
- 25) To make the properties panel visible on the screen press Control + F3 key combination.
- 26) The short cut key to open colour panel to set gradient is Ctrl + A + F9.
- 27) To ungroup the selected object press → ungroup.
- 28) Linear gradient changes the colour frame from starting point to ending point in a straight line.

29) Free Transform tool is used to free transforming the shape.

30) The short-cut to impart aperture is Ctrl + G.