

Computer - Holiday Homework

1) $(317)_8 = (\underline{3170})_{10}$

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

3) 4 bit = 1 nibble

4) 2 nibbles = 8 bits

5) $(59)_{10} = (\underline{5744})_{16}$

6) $111111 = \underline{101}$

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

8) To activate a form click on File \rightarrow _____

9) To search a record click on Ctrl+F option of form window.

10) Filter button is in Home tab

11) Data validation is used to restrict the type of data or value that user enters in a cell.

12) Subtotal features in a helps to manage, analysis, extract specific information from rows related data.

13) F11 function key is used to create a sheet in a new sheet

- 14) To change the chart type and its subtype, select Design Tab → Type group → Change Chart Type
- 15) Add chart Elements button available in Insert tab.
- 16) Add chart Element available in Illustration group.
- 17) A combination 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 in multiple sheet by using consolidate feature.
- 20) The short cut to insert a frame is F5
- 22) Animate CC was released on February 8 of 2016.
- 21) The tool panel of Animate is divided into four parts as Tools, Views, Colors and Options
- 23) Keyframes can be of four types.
- 24) Ctrl + D Short cut key to display document settings dialog
- 25) To make the properties panel visible on the screen press F7.
- 26) The short cut key to open colors panel to set gradient is Ctrl + Shift + F9.

- 27) To ungroup the selected press Ctrl + Shift + G.
- 28) Linear gradient changes the color frame from starting point to ending point in a straight line.
- 29) Subselection tool is used to for transforming the shape.
- 30) The short-cut to import a picture is Alt + N + P.