

Autumn Break Worksheet



1. $(317)_8 = (207)_{10}$
2. In hexadecimal number system A-F represent digit 10 to 15.
3. 4 bit = 1 nibble.
4. 2 nibbles = 8 bits
5. $(59)_{10} = (3B)_{16}$
6. $1111/11 \equiv 101$
7. Database is the collection of information related to a particular object.
8. To activate a form click on File → option.
9. To search a record click on Criteria option of form window.
10. Filter button is in Data tab.
11. Data validation is used to restrict the type of data or value of that were entered in a cell.
12. Subtotal features in a helps to manage, analysis, extract specific information from a row related data.
13. F11 function key is used to create a chart in a new sheet.
14. To change the chart type and its subtype, select Design Tab → Change chart type
15. Add chart Elements button is available in Design tab.
16. Add chart Elements available in Chart layout group.

17. A Comba 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 data consolidation feature.
20. The short cut to insert a frame is F5.
21. The tool panel of Animate is divided into four parts as Tool, View, color option.
22. Animate CC was released on February 8 of 2016.
23. Keyframe can be of 2 types.
24. Ctrl + J short cut key to display document setting dialog box.
25. To make the properties panel visible on the screen press Ctrl + F3 key combination.
26. The short cut key to open color panel to set gradient is Ctrl + Shift + F9.
27. To ungroup the selected object press Ctrl + Shift + G.
28. Linear gradient changes the color frame from starting point to ending point in a straight line.
29. Free transformation tool is used for transforming the shape.

30. The short-cut to import a picture is Ctrl + R