

Name

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Std.

VII

Div.

sec - B

Answer the following questions

1.  $(317)_8 = \text{~~6000000~~ } (207)_{10}$
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.  $1111 / 11 = 101$
7. Database is the collection of information related to a particular object.
8. To activate a form click on File  $\rightarrow$  Options
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 that user enters in a cell. 21.
12. Subtotal features in a helps to manage, analysis, extract specific information from a row related data. 22.
13. Fill function key is used to create a chart in a new sheet. 23.
14. To change the chart type and its subtype, select Design Tab → Change Chart type 24.
15. Add chart elements button is available in Design tab 25.
16. Add chart elements is available in chart layer group 26.
17. A combo chart is a combination of two or more charts. 27.
18. The Goal seek option is available on data tab 28.
19. We can add the data of multiple sheet by using Consolidating features 29.
20. The short cut to insert a frame is F5

21. The tool panel of Animate is divided into 4 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+I 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 ~~display document setting~~ 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 to transform  
the shape.

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