

**Model Question Paper**

**Spreadsheet - Part II**

12th Standard

**Computer Science**

Reg.No. : 

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I. Answer all the questions.

II. Use Blue pen only.

Time : 00:50:00 Hrs

Total Marks : 50

5 x 1 = 5

**Section-A**

- 1) Which icon is used to import applets?  
(a) Insert plug-in (b) Insert applet (c) Insert chart (d) Insert OLE object
- 2) The first electronic sheet is  
(a) Fox Pro (b) Excel (c) Lotus 1-2-3 (d) Visible Calculator
- 3) The Syntax of Formula begins with the following sign.  
(a) \$ (b) + (c) = (d) &
- 4) The intersection of a row and column create  
(a) address (b) cell (c) pointer (d) location
- 5) VisiCalc invented by  
(a) BillGates and Bricklin (b) Dan Bricklin (c) BobFrankston and BillGates (d) DanBricklin and Bob Frankston

**Section-B**

6 x 2 = 12

- 6) Can we change the data present in a cell? If so, how?
- 7) What must you include in a formula, to ensure that the formula will operate on a specific value, no matter where the formula might be moved or copied?
- 8) Mention few spreadsheet applications.
- 9) Name some popular spreadsheet packages.
- 10) How will you save the worksheet?
- 11) What is the difference between absolute cell referencing and relative cell referencing?

**Section-C**

5 x 5 = 25

- 12) What are functions? How can you use them in your worksheet? Explain with an example.
- 13) Explain working with multiple sheets and printing work sheets?
- 14) Explain the formatting options available in Star Office Calc.
- 15) Write the advantages of using electronic spreadsheet.
- 16) How will you change the column width and row height?

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