

Model Question Paper

Spreadsheet - Part III

12th Standard

Computer Science

Reg.No. :

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I. Answer all the questions.

II. Use Blue pen only.

Time : 01:00:00 Hrs

Total Marks : 50

10 x 1 = 10

Section-A

- 1) Worksheet is a
(a) text (b) letter (c) summary (d) file
- 2) The % icon multiplies the contents of the cells with
(a) 1 (b) 10 (c) 100 (d) 1000
- 3) The formula = SUM (sheet 1. A1 ; sheet 2 : A1) is known as
(a) 3D formula (b) Spreadsheet formula (c) 2D formula (d) 4D formula
- 4) Predefined formula available in StarOffice Calc is
(a) options (b) functions (c) buttons (d) formulae
- 5) Σ represents
(a) summation (b) average (c) equal to (d) difference
- 6) The cells are addressed in terms of
(a) Row number (b) Column label (c) Cell label (d) Both (a) and (b)
- 7) How many types of cell referencing in StarOffice Calc?
(a) 2 (b) 3 (c) 4 (d) 5
- 8) Which of the following icon is used to draw rectangle in a worksheet?
(a) Show draw functions (b) Show functions (c) Draw functions (d) none
- 9) The list of sheet names appears at the _____ of the window
(a) Top (b) Left (c) Bottom (d) right
- 10) The option under the file menu used to save the worksheet created is
(a) save (b) save as (c) open (d) both (a) or (b)

Section-B

4 x 2 = 8

- 11) List out the operators available in StarOffice Calc?
- 12) What is the hierarchy of Arithmetic Operators in StarOffice Calc?
- 13) How will you print a part of the work sheet?
- 14) List out the icons used to insert cells, Rows and Columns?

Section-C

6 x 5 = 30

- 15) How will you delete cells, rows and columns in a spreadsheet?
- 16) How will you insert cells, rows and column in a spreadsheet? Give an example.
- 17) Explain the icons available in the insert object tool bar. Mention their functions and uses.
- 18) How will you insert charts in a worksheet?
- 19) a) What are the icons in the Insert Object floating tool bar?
b) What is 3D-formula? Give an example.
- 20) a) What are the database functions in Star Office Calc?
b) Write a short note on types of cell address.
