

Model Question Paper

Spreadsheet - Part I

12th Standard

Computer Science

Reg.No. :

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

I. Answer all the questions.

II. Use Blue pen only.

III. Question No 14 is compulsory.

Time : 01:00:00 Hrs

Total Marks : 60

5 x 1 = 5

Section-A

- 1) The was the first electronic spreadsheet.
(a) lotus 1 - 2 - 3 (b) Foxpro (c) visible calculator (d) Excel
- 2) The format for entering date in spread sheet is.....
(a) DD / MM / YY (b) MM / DD / YY (c) YY / DD / MM (d) YY - MM - DD
- 3) Formula bar displays.....
(a) column headings of the worksheet (b) row headings of the worksheet (c) current cell and its contents (d) None of the above
- 4) Below the formula bar lies.....
(a) row headings of the worksheet (b) column headings of the worksheet (c) data areas (d) menu bar
- 5) Which operators return either true or false?
(a) arithmetic (b) reference (c) text (d) comparative

Section-B

5 x 2 = 10

- 6) What is an Electronic Spreadsheet?
- 7) What is a function?
- 8) What is date arithmetic?
- 9) Write the usage of Spreadsheets.
- 10) When entering a formula in a cell, does it matter in which order you enter the values and operators? Explain your answer.

Section-C

4 x 5 = 20

- 11) List and describe the other features available with spreadsheet software in addition to its ability to calculate numbers.
- 12) Describe briefly a spreadsheet and describe its basic structure.
- 13) How can you generate a series of data directly from the values of selected cells? Explain with an example. Or How can you generate a series of values?
- 14) a) What are functions? How can you use them in your worksheet? Explain with an example.
(OR)
b) Explain working with multiple sheets and printing work sheets?
