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**Instructions:**

Read the question paper carefully. Write neatly and legibly. Do not over write. Pay special attention to spelling. Read the answers before submitting the answer sheet.

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**I. Choose the correct answer:-**

**[3]**

1. With GUI the users have to  
(a) Type commands (b) Select Icons  
(c) Speak out commands (d) Choose commands on screen
2. Choose the odd one  
(a) MS Dos (b) MS Windows  
(c) Linux (d) MS office
3. A formula in MS Excel begins with  
(a) \_ (b) (  
(c) number (d) None of these
4. \_\_\_ is the symbol for decision making  
(a) Oval (b) Rectangle  
(c) diamond (d) Arrow
5. What is the output of the function =Count(50,30,20)  
(a) 100 (b) 3  
(c) 50 (d) 0.3
6. Linux is an  
(a) Application Software  
(b) Operating System for networked environment  
(c) Open Source Operating System  
(d) Software owned by a company

**II. State True/False**

**[3]**

1. In GUI, U stands for Utility.
2. To find the maximum value in a given range, the function is =MAXIMUM( )
3. By default text data is right aligned and numbers are left aligned.
4. The function to calculate the product of the values in cells A1 and A2 is =Mult(A1,A2)
5. Utilities are programs used to carry out routine tasks that are often needed by a user.
6. We cannot delete a row in an Excel worksheets.

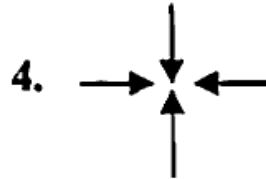
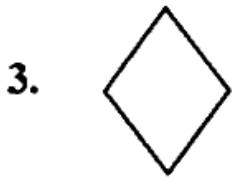
### III. Fill in the blanks

[5]

1. \_\_\_ feature is useful to automatically fill the data series in cells.
2. \_\_\_ is a pictorial representation of a given problem.
3. Output of the function =MAX(80,40,30,83) is \_\_\_.
4. Print option is present in \_\_\_ button.
5. An oval symbol is used to \_\_\_ in a flowchart.

### IV. Name the following Symbols and their functions

[4]



### V. Give proper formulas for the following

[3]

1. To add data in cells A1,B1,C1,D1.
2. To display "Excellent" if value in cell B5>80,else "Work hard".
3. To find the average of the number in the cells C3 to C14.

### VI. There are some errors in the following formulas, identify the errors and write the corrected formulas.

[2]

1. =If(C10>3,"\*\*\*\*", "\*\*")
2. =MAX(A1- A12)
3. =AVG(C1:C10)
4. SUM(H1:H4)

### VII. Answer the following questions

[10]

1. Explain IF( ) function with example.
2. Write any four functions of operating Systems.
3. What are the advantages of writing an algorithm before coding a program?
4. What do you mean by automatic recalculation.
5. Write down an algorithm and draw a flowchart that will Read the two sides of a rectangle and calculate its area.

### VIII. Practical

[20]