

ROLL NUMBER

SET A



# INDIAN SCHOOL MUSCAT

## SECOND PERIODIC TEST

### COMPUTER APPLICATIONS

(Sub.Code:165)

CLASS: IX

DATE:14.12.2022

Time Allotted: 50mts.

Max .Marks: 20

#### GENERAL INSTRUCTIONS:

- 1.This Question Paper has 4 Sections A, B, C and D.
2. All Questions are compulsory. Part B, D have internal choices.

#### SECTION – A

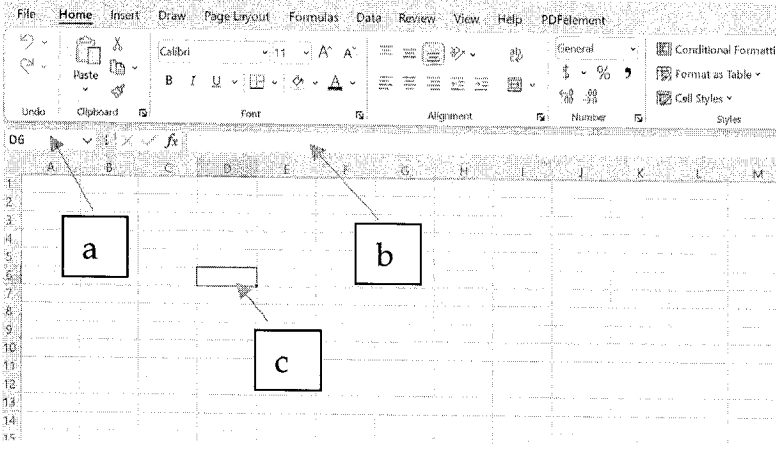
- |    |   |   |
|----|---|---|
| 1. | Write the keyboard shortcut to <b>cut a content</b> .<br>a. Ctrl+C<br>b. Ctrl+X<br>c. Ctrl+V<br>d. Ctrl+S                 | 1 |
| 2. | Identify Absolute Cell referencing.<br>a. \$A1<br>b. A1<br>c. \$A\$1<br>d. A\$1   | 1 |
| 3. | Identify data type in Excel =5+6-3<br>a. Number<br>b. Text<br>c. Formula<br>d. Function                                   | 1 |
| 4. | In MS-Powerpoint, ..... option is used to control the speed of the transition and animation effects applied to the slide. | 1 |
| 5. | .....are pictures or text inserted behind part of one or more slides.   | 1 |

#### SECTION – B

- |    |  |   |
|----|--|---|
| 6. | Identify the <b>tab</b> used to perform the required operation.<br>a. To insert Header<br>b. To add Transition | 2 |
| 7. | Write the steps to Insert audio and video in PowerPoint.   | 2 |

8.	Explain Quick access toolbar in Excel. <div>Or</div> Write the difference between Cut/Paste and Copy/Paste option in Excel.	2
9.	Write the output: a.=sum(5,7,6) b.=min(3,5,1)	2
10.	Explain cell orientation in Excel.	2

SECTION – C

11.	Identify components of Excel window.  a..... b..... c.....	3
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SECTION – D

12.	Explain structure of function in Excel. <div>Or</div> Write the steps to Insert Date & Time.	2
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SET B



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#### SECTION – A



1.	Write the keyboard shortcut to <b>copy a content</b> . a. Ctrl+C b. Ctrl+X c. Ctrl+V d. Ctrl+S	1
2.	Identify Relative Cell referencing. a. \$A1 b. A1 c. \$A\$1 d. A\$1	1
3.	Identify data type in Excel: <b>ISM</b> a. Number b. Text c. Formula d. Function	1
4.	..... function tests a condition and return values based on True/False of the condition.	1
5.	.....are pictures or text inserted behind part of one or more slides.	1

#### SECTION – B

6.	Identify the <b>tab</b> used to perform the required operation. a. To insert Footer b. To add Animation	2
7.	Write the steps to Insert audio and video in PowerPoint.	2

8.	Write the difference between <b>Save</b> and <b>Save As</b> option in Excel. Or Write the difference between Cut/Paste and Copy/Paste option in Excel.	2
9.	Write the output: a.=sum(5,7) b.=max(3,5,1)	2
10.	Explain cell address in Excel.	2

### SECTION – C

11.	Identify the following. a  ..... b <b>B</b> ..... c  .....	3
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### SECTION – D

12.	Explain structure of function in Excel. Or Explain Merge cell option in Excel.	2
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