I. Answer the following questions.

    a) What are the rules to enter a function?

    b) Briefly explain Binary Number system.

    c) Explain Absolute reference with an example.

    d) Aarush has to complete his assignment and submit it on next day. while typing, all of a sudden, the keyboard stops working. Suggest to her the alternate to complete the assignment.

    e) What do you know about Windows explorer?

    f) How will you rename a sheet Tab?

    g) What is the importance of control Panel in Windows?

    h) Write the rules to multiply two binary numbers.

    i) Which option is used to change the mouse settings?

    j) What is a Formula? Explain with help of example.

II. Solve the following.

    a) 101111 + 1111

    b) 1111101 − 10011

    c) 111110 ÷ 111

    d) 1011 x 11

    e) 1111 + 1001

    f) 1111 x 11

    g) 101010 x 1011

    h) 10011-1010

III. Choose the correct option.

    a. Which function finds the Minimum number in a range?

      i. COUNT ()   ii. MAX ()   iii. MIN ()

    b. In MS Office 2007, the width of a file extension is_____ character.

      i. 3   ii. 4   iii. 5

    c. A computer understands only_____ language.

      i. English   ii. Binary   iii. French

    d. To perform division of binary number, divide the number by _____

      i. 2   ii. 4   iii. 8

    e._____ view displays the gigantic icons of files and folders.

      i. Content   ii. Details   iii. extra large icons

    f. Data in a computer is organized into _____

      i. Folders   ii. Files   iii. Both i and ii

    g._____ is a power saving state that allows a computer to quickly resume full- power operation when you start working again.

      i. Sleep   ii. Busy   iii. hibernate

h. In binary multiplication, 1 x 1 = _____

   i. 0   ii. 1   iii. binary

i._____ setting is used to change the display of the text on the screen and the printed text.

   i. Font   ii. Alignment   iii. Color

j. Which of the given cell reference can be included in relative reference?

   i. $F6   ii. D7   iii. A$4

IV. Write true or false.

a) The decimal number system consists of 10 i.e. 0 to 9.

b) The numbers used in octal number system are 1 to 7.

c) The sticky keys feature automatically deactivates itself if two keys are presses together.

d) Ranges can be used in a formula.

e) Data in a computer is organized into folders and files.

f) There are two panes in Windows Explorer.

g) Sum function is used to find the sum of values.

h) 1 multiplied by 0 equal to 1.

i)The left pane of windows explorer displays the displays the disk the disk drives and folders in a hierarchical order.

j) Charles Babbage introduced the concept of 0.

V. Fill in the blanks-

   a.   The base of _____ system is 10.

   b.   Formulas always began with a _____sign.

   c.   Windows has simplified the task of _____ in computer.

   d.   The base of octal number system is _____.

   e.   To change the mouse setting click on _____ option in Control Panel.

   f.   _____ uses 16 symbols to represent numbers.

   g.   Formulas are used to perform_____.

   h.   _____ number system is understood by the computer system.

   i.   The cell address in a formula that does not change on copying a formula is considered as _____

   j.   With Numeric keypad in mouse mode, the_____ key is used for diagonally left-upward movement.