



# ACADEMIC WORLD SCHOOL™ BEMETARA

## SUMMER VACATION ASSIGNMENT

SESSION 2020-21

CLASS: X

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### **SUBJECT- INFORMATION TECHNOLOGY**

#### **General Instructions:**

- (i) Attempt all questions.
- (ii) Write answer of questions in the separate notebook.

- Q 1. What do you mean by Word Processor? Give some examples.
- Q 2. Write different methods to start Open Office Writer.
- Q 3. Explain different components of Writer window.
- Q 4. What is the use of Mail Merge feature?
- Q 5. What is the extension of Open office writer and Calc?
- Q 6. What are headers and footers in Writer? Where do they appear in a document?
- Q 7. What is text alignment? How many ways can you align your text in writer?
- Q 8. Explain the difference between Left, Centre, Right and Justified alignments.
- Q 9. Define the term Word Wrap.
- Q 10. When do you think, use of bulleted lists or numbered lists is more appropriate in Writer document?
- Q 11. In what sense, print preview is a useful tool in a word processor?
- Q 12. Explain table terminology. How are tables of Writer useful?
- Q 13. How would you password protect your document? Write steps.
- Q 14. How will you save your text document in PDF format in writer.
- Q 15. Write different methods to insert a table in writer.
- Q 16. What do you mean by Spreadsheet program. Give some examples.
- Q 17. Define: Worksheet Row, Column
- Q 18. Explain: Range of Cell, Current Cell
- Q 19. How many rows and columns are there in a worksheet.
- Q 20. How can you rename and insert a worksheet.

Q 21. How to save and open a workbook? Write steps.

Q 22. Which type data can be entered in the cell.

Q 23. Write steps to Copy & Paste and Cut & Paste a cell range.

Q 24. Give some application areas of electronic spreadsheet.

Q 25. What is the default alignment of number, text and formula in a spreadsheet?

Q 26. Write cell references for the following:

i) Cell formed by intersection of row 18 and column Z.

ii) The right most cell in row 32 in a worksheet.

Q 27. What do you mean by function? What is Arguments?

Q 28. Explain the uses of different function:

i) Sum ()

ii) Max ()

iii) Average()

iv) Count()

v) If()

Q 29. Write the steps to Print Sheet/Range/Entire Workbook.

Q 30. Sudha Arora uses a spreadsheet to record information about the results of her pupils in an examination. Part of the spreadsheet as shown below:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>1</b>	<b>Name</b>	<b>Marks out of 40</b>	<b>Percentage</b>	<b>Pass or Fail</b>
2	Mohan Kumar	32		
3	Rahul Bajaj	20		
4	Saba khan	16		
5	Kunwar Pratap	34		
6	Juhi	40		
7	Jasleen Kaur	23		
8	Vicky Anand	6		
9				
10	Average			

i) Which formula has been entered to Cell C2?

ii) Which spreadsheet function would save time when entering the other formulae in column C?

iii) The pass marks are 50%. Explain how the data in cell D2 has been produced by the computer.