

ASSIGNMENT FOR THE SESSION 2013-2014

Class: IX

Subject : Computer Science / Vocational I.T.

Assignment No. 2

- Q1. What is the difference between slides pane and task pane?
- Q2. What is slide layout? Write the different types of slide layout.
- Q3. What is design template?
- Q4. Define the following-
- a) Watermark
 - b) Slide Transition
 - c) Rehearse Timings
- Q5. What is spreadsheet? Write the features of spreadsheet.
- Q6. Define the terms-
- a) Worksheet b) Cell c) Active cell d) Range
- Q7. Write the steps to copying a range in spreadsheet.
- Q8. What is cell reference? Explain their types.
- Q9. Write the use of given functions with example-
- a) SUM()
 - b) AVERAGE()
 - c) COUNT()
 - d) MAX() & MIN()
 - e) IF()
- Q10. Write the steps for creating a chart in spreadsheet.

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