

Evaluate



A. Fill in the blanks with the help of the given words.

Facebook

2004

hacker

cybercrime

LinkedIn

1. Facebook is a social networking website to connect and share things with family and friends online.
2. Facebook was created by Mark Zuckerberg in 2004.
3. LinkedIn is a popular professional networking website.
4. Cybercrime is a term that describes electronic hacking or an action that causes e-business websites to lose money.
5. Hacker is a person who attacks with a view to disrupt the functioning of other computers or for monetary gains.

B. Tick (✓) the correct answer.

1. is an act of bullying or threatening or harassment to an individual by using the Internet services.
a. Plagiarism ☒ b. Cyber bullying c. Hacking d. Spoofing
2. refers to the protection granted to the creator or inventor of the product.
a. Phishing b. Spamming ☒ c. Intellectual property rights d. software piracy
3. is stealing and publishing another author's language, ideas and giving no credit to original work.
☒ a. Plagiarism b. Spamming c. Cyber bullying d. Hacking
4. Code of behaviour when online is referred to as:
a. Cybercrime ☒ b. Cyber ethics c. Blog d. Blogcrime
5. The word netizen means:
☒ a. a user of the Internet b. a person who write blogs
c. a person who do not use Internet d. a person who has Internet connect but does not use it

C. State True or False.

1. Spreading of computer viruses or infecting other programs is not ethical.
2. Use a combination of alphanumeric and special characters for passwords.

T
F

3. Do reply to cyber bullies as this may encourage more bullying.

☐

4. Spending too much time playing online games will affect your health.

☐

5. You cannot use social networking to discuss school work and share assignments.

☐

D. Answer the following questions.

Checklist

Put a ✓ or X.



I got it!



I need help!

Term	I got it!	I need help!
Worksheet		
Rows		
Workbook		
Cell		
Columns		
Cell Address		

Evaluate



A. Fill in the blanks with the help of the given words.

Excel 2013 columns Daniel Bricklin rows 16,384 1,048,576

- Excel 2013 is a spreadsheet software used to store, organize, manipulate and analyze data.
- Daniel Bricklin is often referred to as 'The Father of the Spreadsheet'.
- The columns are labelled from left to right starting with A, B, ..., and so on.
- The rows are numbered from top to bottom starting from 1, 2, 3 and so on.
- Each worksheet consists of 1,048,576 rows and 16,384 columns.

B. Tick (✓) the correct answer.

- What is the name of the last column?
 - XFD ✓
 - XDF
 - XZ
 - XF
- You press these keys to move to the previous cell in the row.
 - Shift + Enter
 - Shift + Tab ✓
 - Down arrow key
 - Up arrow key
- You press these keys to move to Cell A1 of the current worksheet.
 - Alt + Enter
 - Home
 - Ctrl + End
 - Ctrl + Home ✓
- You press these keys to move to select all cells on a worksheet.
 - Ctrl + A
 - Ctrl + C
 - Ctrl + S
 - Ctrl + A ✓
- It is a collection of one or more worksheets stored under a single file name.
 - Data sheet
 - Worksheet
 - Workbook ✓
 - Spreadsheet

C. State True or False.

1. Excel 2013 is a presentation software.
2. Bob Frankston is often referred to as 'The Father of the Spreadsheet'.
3. A column may contain up to 32,767 characters.
4. You can enter only numbers type of data in a worksheet.
5. You cannot rename a spreadsheet.

T
T
F
T
F

D. Give one word for the following.

1. It is the intersection of a column and a row.
2. It is the work area arranged in horizontal rows and vertical columns.
3. It is the name of the cell.
4. It is a collection of one or more worksheets stored under a single file name.
5. It is the arrangement of cells in the vertical direction.

Cell.....
Worksheet.....
Cell Address.....
Workbook.....
Column.....







E. Answer the following questions.

1. What is the purpose of Excel 2013 as an application software?
2. Differentiate between worksheet and workbook.

B. Tick (✓) the correct answer.

- Which option will you click from Borders drop-down list to see more borders?
a. Thick Border ☒ b. More Borders c. Outside Borders d. Thick Box Border
- It is the distance between the cell boundary and text.
☒ a. Indent b. Orientation c. Merge Cells d. Spacing
- This option aligns text to the left of the cell.
a. Align Right b. Top Align ☒ c. Align Left d. Bottom Align
- This button is used to reduce the number of digits after the decimal point.
a. Increase Decimal ☒ b. Decrease Decimal c. Comma d. Hyphen
- This button is used to apply borders around the selected range of cells.
a. Bold ☒ b. All Borders c. General d. Apply

C. Write the description for each icon.

Icons/Buttons	Description
	Align text center.
	Fill color.
	Angle Counterclockwise.
	Merge and Center.
	Accounting Number Format.
	Wrap text.

D. Answer the following questions.

- ☒ Write the steps to format using font commands.
- ☒ Define the terms orientation and indentation.
- ☒ Do you think Merge & Center is a useful feature? Why? **HOTS**
- ☒ Write the steps to add a currency symbol to a number in a cell.
- ☒ Write the steps to apply border to a range of cells.



Apply

14.01.2022

- Formatted text and cells can draw attention to important information and make it more visually appealing and easier to understand.
- Formatting can be done by using the commands of Font, Alignment and Number groups.
- By default, numbers align to the bottom-right of cells, while words and letters align to the bottom-left of cells.
- Various color effects can be added to the cells through Cell Styles option.

Checklist

Put a ✓ or X.

Term	 I got it!	 I need help!
Formatting		
Orientation		
Wrap Text		
Merge & Center		
Indent		

Evaluate

Fill in the blanks with the help of the given words.







Formatting bottom-left Wrap Text number bottom-right Orientation

- Formatting is a process to change the text style, size or color of a worksheet, thus, making its appearance more attractive.
- By default, numbers align to the bottom-right of cells, while words and letters align to the bottom-left of cells.
- Wrap text makes all content visible within a cell by displaying it in multiple lines.
- Orientation is the rotation of text in different angles inside the cell.
- To increase the decimal point option is available in Number group.

B. Tick (✓) the correct answer.

- Which option will you click from Borders drop-down list to see more borders?
a. Thick Border ✓ b. More Borders c. Outside Borders d. Thick Box Border
- It is the distance between the cell boundary and text.
✓ a. Indent b. Orientation c. Merge Cells d. Spacing
- This option aligns text to the left of the cell.
a. Align Right b. Top Align ✓ c. Align Left d. Bottom Align
- This button is used to reduce the number of digits after the decimal point.
a. Increase Decimal ✓ b. Decrease Decimal c. Comma d. Hyphen
- This button is used to apply borders around the selected range of cells.
a. Bold ✓ b. All Borders c. General d. Apply

C. Write the description for each icon.

Icons/Buttons	Description
	Align text center.
	Fill color.
	Angle Counterclockwise.
	Merge and Center.
	Accounting Number Format.
	Wrap text.

D. Answer the following questions.

- ✗ Write the steps to format using font commands.
- ✗ Define the terms orientation and indentation.
- ✗ Do you think Merge & Center is a useful feature? Why? **HOTS**
- ✗ Write the steps to add a currency symbol to a number in a cell.
- ✗ Write the steps to apply border to a range of cells.

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