DELHI PUBLIC SCHOOL
BOKARO STEEL CITY

ASSIGNMENT FOR THE SESSION 2013-2014

Class: IX   **Subject : Computer Science / Vocational I.T.**   **Assignment No. 3**

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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