

A1. Editing in Excel 2021

ASSESS YOURSELF

- | | | | | |
|-----------|------------------------|-------------|-------------------------|----------------|
| a. (i) | b. (ii) | c. (i) | d. (ii) | e. (ii) |
| a. Undo | b. Redo | c. Range | d. Delete | e. Autofill |
| a. F2 key | b. Select All triangle | c. Home tab | d. Quick Access toolbar | e. Fill Handle |
- a. The Undo command from the Quick Action toolbar can be used to reverse the last action.

b. Kazim can use the AutoFill feature by typing 1 and 2, selecting both and dragging the fill handle to fill the roll numbers of the students without manual entry.

c. The Spell Check feature of Excel can be used to quickly identify and correct the spelling errors. This will highlight incorrect words, allowing you to correct them automatically or manually with suggested corrections.

A2. Formulas and Functions in Excel 2021

ASSESS YOURSELF

- | | | | | |
|---------------|---------|----------|----------|----------|
| a. (iii) | b. (iv) | c. (iii) | d. (iii) | e. (iii) |
| a. 60 | b. 60 | c. 8 | d. 1 | e. 5.68 |
| f. Excel 2021 | g. Open | | | |
- | | | | | |
|------------------|----------------|----------------|------------------|------------------|
| a. #DIV/0! error | b. #NUM! error | c. #REF! error | d. #VALUE! error | e. #VALUE! error |
|------------------|----------------|----------------|------------------|------------------|
- a. Adhyay should use the =RIGHT function. The syntax of RIGHT function is:
Input: =RIGHT("9988776655",3)

Output: 655

- b. To compare two values in Excel and check if they are equal, Gaurav should use the Comparison Operator. The symbol for this operator is the Equal To sign: =
- c. To find the average temperature recorded over a week the AVERAGE function should be used. the syntax is: =AVERAGE(range)

5. a.

Relative Cell Referencing

In relative cell reference, when a formula is copied to a new location in a worksheet, the value in the copied cell also changes.

Absolute Cell Referencing

In absolute cell referencing, cell references in the formula remain the same even if we copy and paste the formula to a new location.

b.

Comparison Operators

These operators are used to compare two values with the given set of operators. When two values are compared by using these operators, the result is either True or False. Some comparison operators are = (equal to), > (greater than), < (less than), >= (greater than equal to), <= (less than equal to) and <> (not equal to).

Reference Operators

These operators are used to combine a range of cells for calculations. Some reference operators are colon(:) (range operator), comma(,) (union operator), space (intersection operator).

A3. Charts in Excel 2021

ASSESS YOURSELF

1. a. (ii) b. (iii) c. (iv) d. (ii) e. (iii)
2. a. X b. Line c. Legend d. Gridlines e. Shift
3. a. Value axis b. Line Chart c. Doughnut Chart d. Scatter Chart e. Plot Area
f. Format Selection
4. a. Aniket should use a Bar Chart to compare sales across different regions clearly.



- b. Ramesh should use a Scatter Chart to show the relationship between advertising spend and sales revenue.
- c. The survey data can be represented using a Pie Chart to show the proportion of each favourite sport.

A4. Digital Citizenship

ASSESS YOURSELF

1. a. (i) b. (iii) c. (iv) d. (i) e. (ii)
2. a. F b. T c. T d. T e. T
3. a. Citizenship b. Digital footprint c. Privacy d. Regular breaks
e. Screen-free
4. a. Digital citizenship
b. Right to freedom of expression
c. Healthier habits and a balanced lifestyle
d. Digital footprint
5. a. Raghavan can set time limits for playing games, take regular breaks, and make sure to balance his screen time with offline activities like reading or outdoor play.
b. Vaidehi can adjust her privacy settings, avoid sharing personal details like her address or phone number, and be cautious about the content she posts.
c. As a digital citizen, Rohan must use technology responsibly, ensuring a safe and respectful online environment. He should follow some key responsibilities of a digital citizen, such as:
 - Mindful sharing
 - Respect for others
 - Protecting personal information
 - Manage digital footprints
 - Be careful about what to believe
 - Ensuring cybersecurity

A5. Art of Prompting

ASSESS YOURSELF

- | | | | | |
|----------|--------|---------|---------|----------|
| a. (iii) | b. (i) | c. (ii) | d. (ii) | e. (iii) |
|----------|--------|---------|---------|----------|
- | | | | | |
|-----------|-----------------|----------|---------------|----------|
| a. Prompt | b. Step by step | c. Short | d. Inaccurate | e. Canva |
|-----------|-----------------|----------|---------------|----------|
- | | | | | |
|------|------|------|------|------|
| a. T | b. T | c. F | d. T | e. F |
|------|------|------|------|------|
- | | | | | |
|---------------------|-------------------|-------------------------|------------|----------------------|
| a. Voice assistants | b. Full sentences | c. Example-based Prompt | d. Context | e. Microsoft Copilot |
|---------------------|-------------------|-------------------------|------------|----------------------|
- a. Ravi should be specific about what he wants, use simple language, avoid mixing too many ideas, keep his prompts short and clear and give context to help the AI understand his request better.

b. Arjun can use the smart whiteboard to interact with AI for organising lessons, answering questions and receiving hints or instructions when needed, making the learning experience more efficient and effective.

c. Aman can use an AI tool like Gemini or ChatGPT to write coding instructions, as these AI models can provide step-by-step logic, explain block functions or offer Scratch-style pseudo-code for his game.

A6. Algorithm, Flowchart and Mind Maps

ASSESS YOURSELF

- | | | | |
|----------|--------|---------|----------|
| a. (iii) | b. (i) | c. (ii) | d. (iii) |
|----------|--------|---------|----------|
- | | | | |
|-----------|-------------|------|------------------------|
| a. Output | b. Mind Map | c. 1 | d. Language Translator |
|-----------|-------------|------|------------------------|
- | | | | |
|------|------|------|------|
| a. T | b. F | c. T | d. T |
|------|------|------|------|
- | | | | |
|------------|-----------------------|--------|--------------|
| a. Diamond | b. Low-Level Language | c. 3GL | d. Mind Maps |
|------------|-----------------------|--------|--------------|
- a. An interpreter is being used here. It is very useful because any error in the instruction is reported immediately, allowing the programmer to correct it accordingly.

b. High-level languages are written in English-like statements, which are easier to read, write, and understand compared to binary or machine language.

c. An algorithm is very useful to plan the steps for creating a school project before starting the actual work.

