

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

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- | | | | | |
|----------|---------|----------|----------|---------|
| a. (iii) | b. (iv) | c. (iii) | d. (iii) | e. (ii) |
|----------|---------|----------|----------|---------|
- | | | | | |
|---------------|---------|------|------|---------|
| a. 60 | b. 60 | c. 8 | d. 1 | e. 5.68 |
| f. Excel 2021 | g. Open | h. 7 | | |
- | | | | | |
|------------------|----------------|----------------|------------------|--|
| 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

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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. Advanced Features of Excel

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1. a. (ii) b. (iii) c. (ii) d. (i)
2. a. Filter b. IF c. Custom Sort d. Sort A to Z
3. a. F b. T c. F d. T
4. a. Sorting b. Filtering c. Conditional Formatting d. Formulas
5. a. Sara can use Conditional Formatting to highlight the scores above 90.
b. To use the IF() function to label each student as "Pass" if their score is 60 or above and "Fail" if below, Raj should follow the given steps:
 - 1 Enter the students' names in column A and their scores in column B.
 - 2 Enter the following formula in column C (or any other column):
=IF(B1>=60, "Pass", "Fail") and press Enter key.
 - 3 Drag down to apply it to all students.
- c. You can use Conditional Formatting. Select the range of scores, go to "Highlight Cells Rules," and choose "Less Than", then enter 40.
6. a. (i) Result: 135 (ii) Result: 5
b. Result: Fail

A5. Cyber Security

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1. a. (iii) b. (iii) c. (i) d. (iii) e. (ii)
2. a. Phishing b. Spamming c. Software piracy d. 2008
3. a. F b. F c. T d. T e. T
4. a. Hacking b. Spamming c. Copyright d. Cyber crime
e. Intellectual property

5.
 - a. Plagiarism is unethical as it violates honesty and intellectual property rights, leading to academic penalties and legal consequences.
 - b. To prevent phishing, avoid clicking links, verify the email with the bank directly, and check the sender's address.
 - c. Identify a cyber threat by checking for generic greetings, suspicious email addresses, and urgent requests for personal details.

A6. Algorithm, Flowchart and Mind Maps

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1.
 - a. (iii)
 - b. (i)
 - c. (ii)
 - d. (iii)
2.
 - a. Output
 - b. Mind Map
 - c. 1
 - d. Language Translator
3.
 - a. T
 - b. F
 - c. T
 - d. T
4.
 - a. Diamond
 - b. Machine Language
 - c. High-level Language
 - d. Brainstorming
5.
 - a. Manvi is using an Interpreter.
 - b. High-level languages make programming easier because they use English-like words and mathematical symbols that are easy for humans to read and write.
 - c. You would use an Algorithm (for step-by-step text instructions) or a Flowchart (for a visual plan) to map out the project before starting.

