9
CBSE

INFORMATION TECHNOLOGY

CODE 402 | Skill Education

(Answer Key)

Based on Windows & LibreOffice

ORANGE

ANSWER KEY

Part B: Subject Specific Skills

3. Digital Documentation

Quiz Bee
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Do It Yourself

Exercise

Unsolved

Section A: (Objective Type Questions)

A. 1. b   2. a   3. b   4. b   5. b

B. 1. Formatting   2. Full Screen   3. Save As
    4. Print Preview   5. Dialog box

C. 1. True   2. False   3. False   4. False   5. False

Section B: (Subjective Type Questions)

A. 1. Three different types of documents created in Mail Merge are: Main Document, Data Source, and Merged File/Form Letter.

2. Three important features of word processors includes,
   • Easy typing and word wrapping feature
   • Spelling and Grammar Check
   • Mail Merge Feature

3. Thesaurus contains the similar meanings or opposite meanings of a word.

4. To remove a formatting, you need to first select the text and then select the **Clear Direct Formatting** option from the **Format** menu or Press the **Ctrl + M** shortcut key.

5. Different types of the case conversion present in Writer are: Upper Case, Lower Case, Cycle Case, Sentence Case, Capitalize Every Word, Toggle Case, and Small capitals

B. 1. The **Undo** option lets you delete the last change made in the document. Different ways to use the Undo option are as follows:

- Click on the **Edit** menu → **Undo** option from the menu bar.

- Click on **Undo** button present on the **Standard** toolbar. This button has a drop-down arrow to allow you to undo multiple previous actions. Click on the drop-down arrow, next to Undo button, a list of all the separate actions performed will appear. Then hold the down arrow key to select as many previous actions as you want and press the **Enter** key to delete them.

2. To use Find and Replace option, follow the given steps:

Step 1: Click on **Edit** menu → **Find and Replace** option or press **Ctrl + H** using Ω keyboard. The **Find and Replace** dialog box will appear.

Step 2: Type the text you want to find in the **Find** box.

Step 3: To replace the text with different text, type the new text in the **Replace** box

Step 4: You can check on **Match case** check box if you want to match the word with uppercase/lowercase.

Step 5: You can check on **Whole words only** check box if you want to search for the whole word and not a part of any other word.

Step 6: Since both the above are checkbox then you can select both the options together, it will search for the whole word only and will match the specified case also.

Step 7: When you have set up your search, click on **Find All** button to select all the occurrences of the specified searched word in the given document.

Step 8: After the text is found we have a choice of replacing it with a new word only at the first match by selecting **Replace** button or replacing all the matches with the new word by clicking on **Replace All** button.

3. To correct the incorrect spelling, follow the given steps:

Step 1: Right-click on the word with a red wavy line. A shortcut menu will appear. It suggests a list of words for replacement which you can choose.

Step 2: Click on the suitable word to replace it with incorrect word.

To check spelling, you can also follow these steps:

Step 1: Click on **Tools** menu → **Spellings** option. The Spelling dialog box will appear.

OR

Click on the **Check Spelling** button on the standard toolbar. The Spelling dialog box will appear.

Step 2: Choose the **correct** spelling from the Suggestions list.

Step 3: Click on the Correct button, to change the spelling. The next incorrect spelling will be highlighted and the Suggestions list will change accordingly.

OR

Click on **Correct All** button, to change all the incorrect spelling in one click.

OR

Click on **Ignore Once** button to ignore the incorrect spelling of the selected word.

OR

Click on **Ignore All** button to ignore the incorrect spelling of all the incorrect words.

OR

Click on **Add to Dictionary** button, in case a correct word is highlighted as an incorrect word and you want to add it in the existing dictionary. In this way, next time it is not marked as wrongly spelled word.

Step 4: Click on **Close** button, after completing the desired action.

4. To insert an image in a document, follow the given steps:

Step 1: Place the cursor in the document where you want to insert the image.

Step 2: Select the **Insert** menu → **Image** option. The **Insert Image** dialog box will appear.

OR

Click on the **Insert Image** button from the standard toolbar. The **Insert Image** dialog box will appear.

Step 3: Select the image and click on the **Open** button.

The selected image will be inserted at the desired position.

5. To help your friend add the "¶" in a Writer document, you can guide them through the following steps:

Step 1: Place the cursor in the document where you want to insert special character.

Step 2: Click on the **Insert** menu → **Special Character** option. The **Special Characters** dialog box will appear.

Step 3: Select the required special character.

Step 4: Click on the **Insert** button.

C. 1. To add background colour to the paragraph, follow the given steps:

Step 1: Select the paragraph.

Step 2: Select the **Format** menu → **Paragraph** option → **Area** tab → **Color** option.

Step 3:   Select the desired background colour.

Step 4:   Click on the **OK** button.

The selected colour will appear in the page background.

2.   To merge the cells, follow the given steps:

Step 1:   Select two cells of the first row in the table.

Step 2:   Click on the **Table** menu → **Merge Cells** option.

OR

Right-click on the selected cells. A shortcut menu will appear. Click on the **Merge Cells** option.

The cells will be merged.

Step 3: Type the heading of the table in the merged cell.

4. Electronic Spreadsheet

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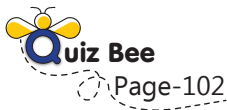Do It Yourself

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Do It Yourself

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Do It Yourself

Exercise

Unsolved

Section A: (Objective Type Questions)

A. 1. c 2. b 3. c 4. a 5. d
      6. d 7. d 8. a 9. b 10. c

B. 1. Name Box 2. Input Line 3. Cell Address
      4. Shrink to fit cell size 5. Status Bar

C. 1. False 2. False 3. False 4. False 5. True

Section B: (Subjective Type Questions)

A. 1. The tools present in the formula bar are as follows:

- Name Box
- Function
- Function Wizard
- Input Line
- Sum

2. Absolute referencing, Relative referencing, and Mixed referencing.

3. The Autofill feature helps you fill a predictable series automatically in a range of cells using the fill handle.

4. a. In cell E20, the value will be 0.

   b. The formula displayed in the formula bar will be =C20 - D20 after copying.

5. a. If A3 is changed to 5, the formula in D3 will automatically recalculate using the new value of A3. Now, the cell D3 displays 8.

   b. If B3 is deleted, it becomes empty (blank). In Excel, a blank cell is considered 0 in numeric operations. Now, the cell D3 displays 2.

B. 1. a. D4=B4*C4, is to find the amount paid for Jeans.

   b. Select the Cell D4 and then drag the fill handle down to Cell D8 to copy the formula to cells D5 to D8 and adjust the cell references accordingly.

   c. D9=SUM(D4:D8), to found the total amount of all the items

   - This adds up all the values in the "Amount" column (cells D4 to D8).

   d. C9=MAX(C4:C8), to find the most expensive item

   e. C10=MIN(C4:C8), to find the most inexpensive item

   f. C11=AVERAGE(C4:C8), to calculate the average price of all the items

   g. A9= COUNT(A4:A8), to count the number of items

   h. To represent the data using a suitable chart, follow the given steps:

   i. Select the range A4:D8.

   ii. Click on the **Insert** → **Chart** option from the Menu bar.

   iii. Select the desired chart type. In this case, we have selected the column chart with 3D look.

   It will insert a chart and then you have a choice whether you want to finish the steps or format it by following the next three tabs- Data Range, Data Series, Chart Elements.

   iv. Click on the **Finish** button to close the Chart Wizard. A chart will be inserted.
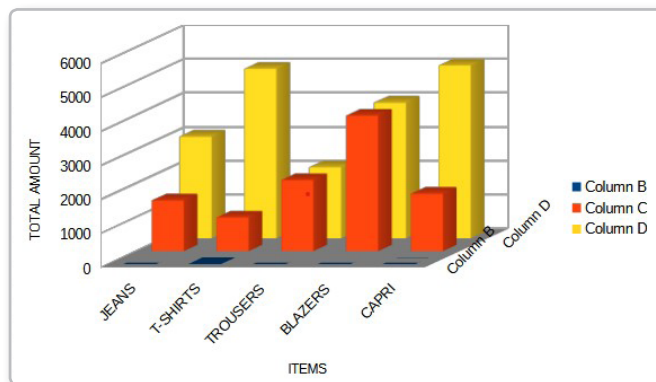
2. a. The value in cell C1 will be 44.

    b. The formula in to find the smallest value in the cell range A1:D1 is =MIN(A1:D1)

        The value in cell E1 will be -40.

    c. The formula in cell D3 is =$B3 + C3

        When we copy this formula in cell E3, then the formula in cell E3 will be =**$B4+C4**.

3. To depict a comparison of population growth in various countries over the last 10 years diagrammatically, the Biology teacher should use the Chart or Graph option available in the spreadsheet software. Charts are effective visual tools that help in comparing data and identifying trends over a period of time.

    Two different types of charts used to compare data are:

    *   **Column Chart:** It displays the data with categories represented by a vertical rectangle. It helps in comparing a number of items and trend analysis. It is the default chart type.

    *   **Bar Chart:** It displays the horizontal bars with the axis values. It helps to show changes over time or differences in size, volume, or amount.

4. To generate a series of multiples of 11 in a spreadsheet, the maths teacher should use the **Fill Handle** feature. This feature allows users to quickly generate sequences, patterns, or series based on the values entered in a few cells.

    The following step are used to use the Fill Handle to generate multiples of 11:

    i.   Type 11 in the cell A1.

    ii. Type 22 in the cell A2.

    iii. Click and drag to select both cells (A1 and A2).

    iv. Move the cursor to the bottom right corner of the selection, you will see that the cursor changes to a thin plus sign (+). This thin plus sign is called a **fill handle**.

    v.   Click and hold the left mouse button and drag the fill handle over the cells you want to fill.

    The spreadsheet will automatically generate the next multiples of 11 (33, 44, 55, etc.).

5. A cell address is a combination of a column name and a row number such as A5, B12, H23, etc. Using a cell address in a formula or a function is known as a **cell reference**.

    For example, writing =H10 in cell D6 will refer to the value in cell H10, i.e., the value of D6 will be the value placed in cell H10. If any change in the value in cell H10 occurs, then the value in cell D6 will be automatically updated.

    There are three types of cell referencing which are as follows:

    *   **Relative Referencing:** Whenever a formula or function is copied to some other cell, the address in the formula or function changes relative to the location where it is copied. This is known as **relative referencing**. For example, when a formula is copied downwards or upwards in the cell, then the change in the row number relative to the location will

occur. Similarly, if a formula is copied horizontally either to the left side or right side, then the change in the column name with respect to the position will occur.

Let us study the given sheet. A formula for calculating the Profit or Loss is written in cell F9 as =E9-D9. If we copy this formula two cells up (i.e., cell F7), then the row number will decrease by 2 and the new formula in cell F7 will be =E7- D7. Similarly, if we copy this formula to two cells down in the same column (i.e., cell F11), then the formula will have an increase of 2 in the row reference and the new formula in cell F11 will be =E11-D11.

- **Absolute Referencing:** Sometimes, we do not want the address in the formula to change with respect to the location and we need to fix a cell. Thus, if we copy the formula anywhere across a sheet, the cell address in the formula does not change. This fixing of a cell in a formula/function so that its location does not change with respect to the location where it is copied, then this type of referencing is known as **absolute referencing**. The dollar sign ($) is used in front of a column name and a row number to make it an absolute cell reference, like A10, F12, etc.

Let us study the given sheet to understand the concept better. The cost price of all five cardboards are the same, so we will fix the cell D7 by writing $ in front of the row number and column name to make an absolute reference as D7. This cell will remain the same across the whole sheet in a cell reference.

- **Mixed Referencing:** The combination of a fixed row and a relative column like R$5, E$10, G$23, etc. or a fixed column and a relative row like $F12, $R9, $H7, etc. in a cell referencing is known as **mixed referencing**.

C. 1. a. Type the formula =(B2 + C2) * 0.25 in cell D2 to calculate the DA of Surinder and Press the Enter key. Now, select the cell D2 and use the Fill Handle to drag down the formula from D2 to D8 to calculate the DA for all employees.

b. Type the formula =B2 + C2 + D2 - E2 in cell F2 to calculate the net salary of Surinder and Press the Enter key. Now, select the cell F2 and use the Fill Handle to drag down the formula from F2 to F8 to calculate the net salary for all employees.

c. Click on cell F9 and type the =MAX(F2:F8) to find the maximum net salary

d.
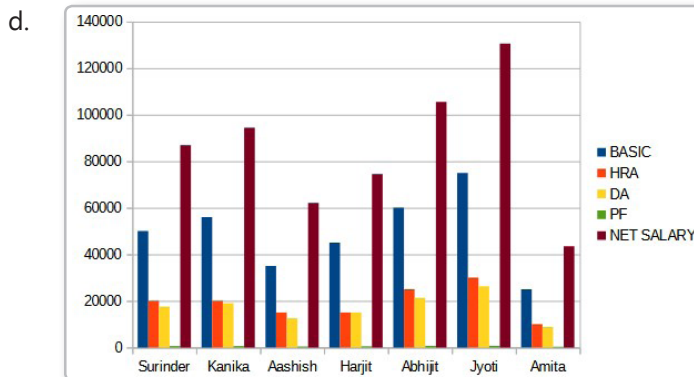
2. a. Click on cell E2 and type =B2+C2+D2 in it to find the total marks scored by Arisha.

   b. Click on cell E2 and use the Fill Handle to drag down from E3 to E6 to copy the formula entered in E2 for other students.

   c. Click on cell F2 and type =AVERAGE(B2:D2) to find the total marks scored by Arisha.

   d. Click on cell F2 and use the Fill Handle to drag down from F3 to F6 to copy the formula entered in F2 for other students.

   e. Click on cell B7 and type =MAX(B2:B6) to find the highest score in Hindi.

   f. Click on cell C7 and type =MAX(C2:C6) to find the highest score in English. Click on cell D7 and type =MAX(D2:D6) to find the highest score in Maths.

   g. Click on cell B8 and type =COUNTA(B2:B6) to find the total number of students who appeared in Hindi.

   h. Click on cell B9 and type =MIN(B2:B6) to find the lowest score in Hindi:

   i. Click on cell C9 and type =MIN(C2:C6) to find the lowest score in English. Click on cell D9 and type =MIN(D2:D6) to find the lowest score in Maths.

3. a. Enter the values of X and Y in the spreadsheet as follows:

	A	B	C	D	E	F	G
1	Value of X	2	4	6	8	10	
2	Value of Y						
3							

   b. Click on cell **B2**, enter the formula =3*B1+1 to calculate Y based on the value of X.

   Click on cell B2 and use the Fill Hanle to drag down from C2 to F2 to copy the formula to find the values of Y for the corresponding values of X.

   c. The steps to create a line chart are as follows:

   i. Select the range A1:F2.

   ii. Click on the **Insert → Chart** option from the **Menu** bar.

   iii. Select the **Line** chart category.

   iv. Select the **Points and Lines** chart type.

   It will insert a chart and then you have a choice whether you want to finish the steps or format it by following the next three tabs- Data Range, Data Series, Chart Elements.

   v. Click on the **Finish** button to close the Chart Wizard. A chart will be inserted.
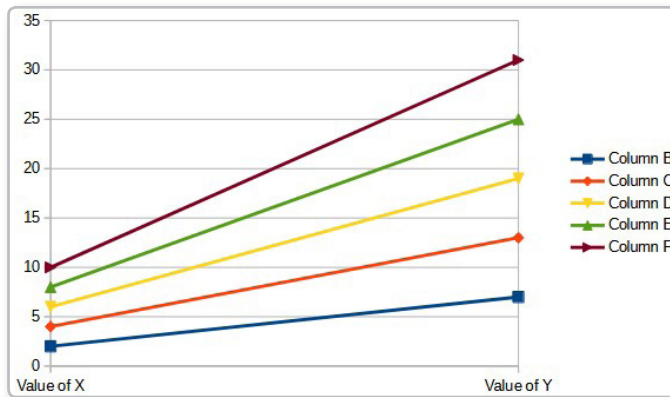
4. To create a spreadsheet for the electricity bill data from January to May as follow:

	A	B	C
1	Month	Bill Amount	
2	January	1400	
3	February	1510	
4	March	1350	
5	April	2100	
6	May	2450	

The steps to create a column chart are as follows:

i.   Select the range A1:F2.

ii.   Click on the **Insert → Chart** option from the **Menu** bar.

iii. Select the **Column** chart category.

iv.   Select the **Normal** chart type.

It will insert a chart and then you have a choice whether you want to finish the steps or format it by following the next three tabs- Data Range, Data Series, Chart Elements.

v.   Click on the **Finish** button to close the Chart Wizard. A chart will be inserted.
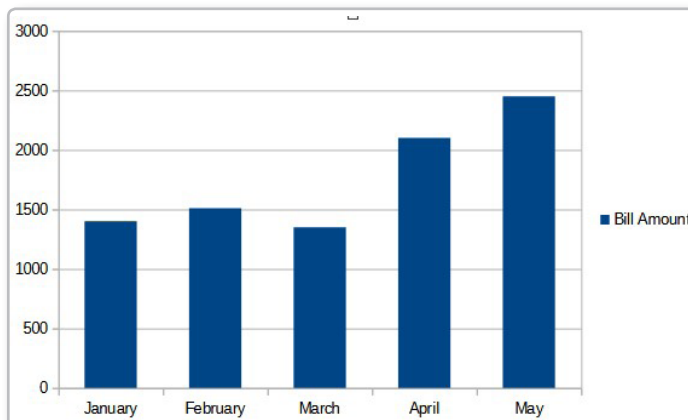
Similarly, you can create a line chart and pie chart.
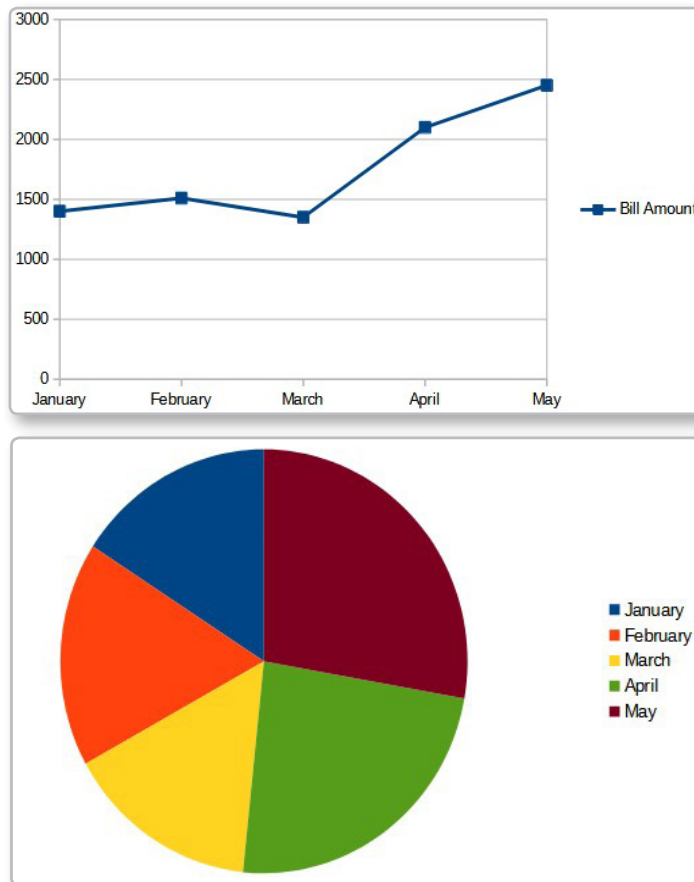
For data like monthly electricity bills, the **Line Chart** is usually the most appropriate choice. This is because it clearly shows the trend of the data over time, allowing you to observe any patterns, increases, or decreases in the electricity bill amounts across the months.

The **Bar Chart** is also a good option if you want to compare the exact bill amounts for each month side-by-side.

The **Pie Chart** is less useful in this context since it focuses on proportions rather than trends over time. However, it could be used to show what fraction of the total electricity cost each month contributes.

5. a. Both A and R are true, and R is the correct explanation of A.

6. b. Both A and R are true, but R is not the correct explanation of A.

7. a. c.

5. Digital Presentation

Exercise

Section A: (Objective Type Questions)

A. 1. d   2. c   3. c   4. a   5. c

B. 1. Workspace   2. Insert   3. Set Line Spacing
     4. Format   5. Resizing

C. 1. False   2. False   3. True   4. True   5. True

Section B: (Subjective Type Questions)

A.

1. You can insert, delete, or resize rows and columns. You can also enter and edit text in a table. You can also apply the border and colour to table.

2. In Slide Sorter view, you do the following tasks:
   i. Rearrange slides
   ii. Add or remove slides
   iii. Apply slide transition

3. Slide Master is one of the most powerful tools in LibreOffice Impress. It helps you set the default look of your slides in terms of fonts, backgrounds, images, styles, colours, and many other things. Whatever changes you make in the slide master will be reflected in all the presentation slides.

4. Four components of LibreOffice Impress interface are: Slide Pane, Workspace, Menu bar, Toolbar.

5. Add the logo to the Slide Master at the bottom right corner to display it on all slides consistently.

B.

1. a. **Notes View:** Each slide created in a presentation has notes. Select the slide on which you wish to add notes. The Notes view displays two sections—the upper section has a miniature of the slide, and the lower section has an area for writing notes on the slide. These notes are not visible during the slide show presentation but can be used as a reference by the presenter during the presentation or taken as a printout for the audience to have a look at important points when the presentation is going on the screen.

b. **Slide Sorter View:** In this view all the slides of the presentation are displayed in a miniature form. It helps you check the order of the slides. In case needed the slides can be rearranged, added, deleted or hidden. It is used to sort slides with the 'drag and drop' method. The user can use this view to work with a group of slides or with only one slide.

c. **Master Slide:** Slide Master is one of the most powerful tools in LibreOffice Impress. It helps you set the default look of your slides in terms of fonts, backgrounds, images, styles, colours, and many other things. Whatever changes you make in the slide master will be reflected in all the presentation slides.

2. a. You can open the slide master by clicking the **Master Slide** option from the **View** menu from the **Menu** bar.

b. To insert a new slide into the presentation, you can click on the **Slide → New Slide** option from the **Menu** bar.

c. The steps to group object are as follows:

i. Select multiple objects by clicking them all while the **Shift key** is pressed.

ii. Select **Format → Group → Group** option from the **Menu** bar.

The selected shapes will be grouped.

3. a. Closing a presentation → Ctrl + W

b. Moving one cell back in a table → Shift + Tab

c. Ungroup an object → Ctrl + Alt + Shift + G

d. Aligning text to right → Ctrl + R

e. Creating a new presentation → Ctrl + N

4. a. **Grouping objects:** Grouping objects means combining multiple objects into a single unit or group. Once grouped, these objects can be moved, resized, or formatted as a single entity. The shortcut key to group objects is Ctrl + Shift + G

Ungrouping objects: Ungrouping objects means breaking a group of objects back into their individual components. Once ungrouped, each object can be manipulated independently. The shortcut key to group objects is Ctrl + Alt + Shift + G

b. **Slide:** A slide is a single page or screen within a presentation that contains content such as text, images, charts, videos, or other multimedia elements.

Presentation: A presentation is a complete collection of slides arranged in a specific sequence to share ideas and information both visually and orally.

c. **Bullets:** Bullets are used when the sequence or order of the points does not matter. To apply the numbering to text, go to **Format → Bullets and Numbering** from the Menu bar, select a bullet style from the "Bullets" tab, and click **OK**.

Numbering: Numbering is used when the sequence of the points is important. To apply the numbering to text, go to **Format → Bullets and Numbering** from the Menu

bar, click on the **Type** drop-down list to choose a numbered style, and click **OK**.

d. **Animation:** An animation refers to the addition of visual effects to objects on a slide. These effects can make objects appear, disappear, move, or change in other ways during a slide show. Animations can be applied to various elements such as text, images, shapes, and charts to make the presentation more dynamic and engaging. We use Normal view to apply animation to the objects.

Slide Transition: Slide transitions are effects with or without sounds that take place between slides when slides appear one after the other in a presentation at the time of the slide show. A single type of transition effect can be applied to all slides, or a different transition effect can be applied to different slides in a presentation. Slide transitions can be added to the slides in the Normal view and Slide Sorter view.

C. 1. To create a presentation for the class assembly, Superna needs to prepare the following slides:

   i. **Title Slide:** "Class Assembly Presentation" by Superna.

   ii. **Class Performance:** Insert video of class performance.

   iii. **Plantation Drive:** Show photos from the event.

   iv. **Old Age Home Visit:** Display images from the visit.

   v. **Triumph of the Elderly:** Share a brief story or achievements of residents.

   vi. **Thank You Note:** Express gratitude to the Principal and others.

   vii. **Closing Slide:** "See You Next Time!"

2. To create a presentation, Rohan needs to prepare the following slides:

   i. **Title Slide:** Introduce the advertising plan with client name and presenter.

   ii. **Advertisement Concept:** Outline the core idea, target audience, and objectives.

   iii. **Advertising Medium Mix:** List and justify the selected advertising channels.

   iv. **Sample Creative:** Display visual examples of ad designs and slogans.

   v. **Budget Overview:** Provide a cost breakdown and budget allocation for each medium.

   vi. **Expected Outcomes:** State projected results and key metrics for success.

   vii. **Closing Slide:** Summarise key points and suggest next steps.

3. a. To create presentation perform the following steps:

   i. Click on the **File → New** option from the **Menu** bar.
      The **Select a Template** will appear.

   ii. Choose a template as per your choice by clicking on it.

   iii. Click on the **Open** button.
      The selected template appears in the form of a title slide layout

   iv. Add the relevant content in it.

  v. Click on the **New Slide** icon in the **Presentation** toolbar to add new slide and add the relevant content.

 Similarly, add more slides in the presentation.

b. Use the different options related to Font from the **Text Formatting** toolbar.

c. To save a presentation in PDF format, follow the given steps:

  i. Click on the **File → Export As → Export Directly as PDF** option from the **Menu** bar. The **Export** dialog box appears.

  ii. Navigate to the location where you want to save the file.

  iii. Type an appropriate name in the **File name** text box.

  iv. Click on the **Save** button.