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FIRST INTERNAL TEST AUGUST 2022  
SUB: COMPUTER APPLICATION

STD: XII AA/OM  
TIME: 1HR

DATE: 06-08-22  
MRKS: 20

**INSTRUCTIONS:**

1. All the questions are compulsory
2. There are three sections in this question paper(A,B & C)
3. In section A there are four questions of which questions  
---question no.1 & 2 are multiple choice questions,  
--- question no. 3 & 4 is to be answered in a sentence
4. Figures to the right indicate marks allotted to each question
5. Answer any two questions from SECTION C

**SECTION A**

1. The last column in a worksheet in Ms-Excel 2013 is named as (01)  
\_\_\_\_\_  
A) XFB  
B) XFD  
C) XFF  
D) None of the above
2. In Ms-Excel the cell which is currently selected is termed as \_\_\_\_\_ (01)  
A) Cell  
B) Active Cell  
C) Both A and B  
D) None of the above
3. What is Autofill in Ms-Excel 2013? (01)
4. What is the extension of Ms-Excel application? (01)

**SECTION B**

5. Briefly explain sumif function. (02)
6. Write down the steps to insert a column. (02)
7. What is conditional Formatting? (02)
8. Differentiate between Merge cell and unmerge cell giving one point each. (02)
9. Write down the steps to unhide a row. (02)

**SECTION C [ANY TWO]**

10. Explain following types of Alignment. (03)  
A) Middle Align      B) Center Align      C) Top Align
11. Explain following functions from Ms-Excel 2013. (03)  
A) Sum()      B) Now()      c) Count()
12. Explain the procedure to rename a worksheet. (03)