

Brainy Series

Model Answers Book 5 : CODING AND EXCEL

1 Computer System



I. Answer the following questions:

1. What is a computer?

Ans. A computer is an electronic device that accepts input or data, processes it and gives out results or output.

2. What is Hardware? Name a few Internal Hardware.

Ans. Hardware are the physical parts of the computer. Monitor, Keyboard, Speakers and Hard disk are few internal Hardware.

3. What is Software? Name a few types of software.

Ans. Software is a program that helps to run and use the computer. System Software and Application Software are two types of Software.

II. Match the following:

Ans. 1. d 2. c 3. b 4. a

Exercises

1. What is the Internet? What do you require to connect to the Internet?

Ans. The internet is a huge network connecting millions of computers from all over the world with the help of satellites which allow users to share information and communicate with each other. We require Modem, Telephone Line, Internet Service Provider (ISP) or Wi-Fi to connect to the Internet.

2. What is Wi-Fi? List the uses of Wi-Fi.

Ans. Wireless Fidelity usually called Wi-Fi is a device that allows a computer to transmit and receive data with other computers wirelessly using radio waves. It is widely used in homes and offices, as all the devices can use the network.

3. What is an E-mail?

Ans. E-mail stands for Electronic Mail which helps us to compose, send, receive and store the messages globally.

4. What is Social Media?

Ans. Social Media are various social media networking websites like Facebook, Twitter, and Instagram etc. that display your personal information.

II. Match the following:

Ans : 1. b 2. d 3. a 4. c

3 Designing the Document



I. Answer the following questions:

1. What is a Border?

Ans. Borders are generally used to highlight some important information.

2. What is a Watermark?

Ans. Watermark is added to the background of the document to remind the viewer that either the document is confidential or sample among others.

3. What are Themes?

Ans. Word has a variety of in-built themes that match the font, font colour, graphics etc. across the Word document.

II. Fill in the blanks:

Ans. 1. Borders, Shadings

2. Themes

3. Left

4. White

5. Watermark

4 Drawing a Table



I. Answer the following questions:

1. What is a Table?

Ans. Table is a very effective tool of presenting the data in rows and columns.

2. Write down the steps to add Rows/Columns in the table.

- Ans.**
1. Open the existing table.
 2. Right click on the desired cell where you want to insert another row or column.
 3. Select Insert Click on Insert Rows above/below or Insert Column to the left/right as required.
 4. The row or column will be added to the Table.

II. Fill in the blanks:

- Ans.**
1. Cell
 2. Tab
 3. Functions
 4. SUM(ABOVE)

5

Different features in Word



I. Answer the following questions:

1. What is Line Spacing?

Ans. Spacing between the lines will help us to make the document look better and more readable. The default line spacing on Word 2016 is 1.15 lines which is slightly larger than a single line space.

2. What is Header and Footer?

Ans. Header is placed at the top of the page which allows you to add the title of the book or chapter name at the top of every page. Footer is placed at the bottom of the page which gives you the option to insert page numbers on every page.

3. What is Subscript and Superscript?

Ans. Superscript and Subscript refer to the numbers or text that is positioned slightly higher or lower than the letters on the line.

II. Fill in the blanks:

Ans:

1. Find
2. Bottom
3. 1.15
4. Subscript

III. Match the following:

Ans :

1.	d	2.	c	3.	a	4.	b
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I. Answer the following questions:

1. What is Mail Merge?

Ans. The process of sending the same document to multiple recipients in Word is called a Mail Merge.

2. What is Main Document?

Ans. The Main document is the basic letter, which has fields from the data source file, as well as the common information that has to be sent to every recipient.

3. What is a Data source file?

Ans. It has the name and address of the recipients entered in a tabular form where each column heading is called a Field and each row contains one set of information called a Record.

4. Write down any two uses of Mail Merge.

Ans. Mail Merge is used to send invitation letters and mark-sheets.

(Note : Teacher may please ask students to write any two of the following uses : invitation letter, brochures, catalogues, pamphlets, official notices, envelopes, mailing labels, e-mails, mark-sheets)

II. Fill in the blanks:

Ans. 1. Identical

2. three

3. Mailings

4. mail merge

5. main

Print a Word Document



I. Answer the following questions:

1. What are the different views in Word 2016?

Ans. Read Mode View, Print Layout View, Web Layout View are the different views in Word 2016.

2. Write down the steps for Page Setup.

Ans.

1. On the Layout tab, click on in the Page setup group.
2. Click on the Margins tab in the Page Setup dialog box and set the margins by using the Top Bottom, Left and Right boxes.
3. Set the Orientation as Portrait or Landscape.
4. Click on the Paper tab and click on the drop-down arrow on Paper size box. A4 is the standard paper size.
5. See the changes you have made can be seen in the Preview section.
6. Click on OK to apply changes to the document.

3. Write down the steps for Print a document.

Ans.

1. Click on the File tab → Print.
2. In Settings select the format of the document such as Letter, A4 size etc.
3. Set the number of copies in the Copies box and also whether to print collated or uncollated if multiple sets.
4. Select either Print All Pages, Print Current Page, Print Selection or Custom Print option to print the specified number of pages of the document.
5. Choose the Printer and click on Print to print.

II. Fill in the blanks:

Ans. 1. Page setup 2. Hard copy 3. three 4. Print preview



I. Answer the following questions:

1. What is a worksheet?

Ans. A worksheet represents the working area on the screen. It is the area where the data is entered and the calculations are performed. It is divided into rows and columns.

2. Write down any three advantages of MS Excel 2016 application.

Ans. There are several advantages of using Excel:

1. Speed
2. Easy to use
3. Calculations can be done easily and accurately.
4. Large amount of data can be handled easily.

(Note: Teachers can ask students to use any three advantages from above answer)

3. Name the three types of data inputs available in Excel 2016.

Ans. In an Excel worksheet, we can input three types of data,

1. Numbers
2. Text
3. Formulas

II. Match the following:

Ans : 1. d 2. a 3. b 4. C

III. Fill in the blanks:

Ans. 1. 1048576, 384 2. worksheet 3. The formula bar
4. cell 5. formula

 Exercises**I. Answer the following questions:**

1. Write down the steps for copying data in Excel.

Ans. 1. Select the range of cells to be copied.

2. Click on the Home tab → Copy **OR** Press Ctrl + C on the keyboard.

3. Click on the cell, in which you want to copy the data.

4. Click on the Home tab → Paste **OR** Press Ctrl + V on the keyboard.

2. Write down the steps to insert a column.

Ans. To insert a column,

1. Select the entire column by clicking on its header.

2. Click on the Home tab ----- Insert and then click on Insert Sheet columns.

3. Selected column will be shifted and a new column is inserted on its place.

3. Write down the steps to move data from one location to another.

Ans. To move data from location to another,

1. Select the range of data to be moved.

2. Click on the Home tab ----- Cut OR Press Ctrl + X on the keyboard.

3. Click on the cell where you want to insert the data.

4. Click on the Home tab ----- Paste OR Press Ctrl + V on the keyboard.

III. Fill in the blanks:

Ans. 1. Redo

2. Copy

3. Range

11 Designing a Worksheet



I. Answer the following questions:

1. What is formatting?

Ans. The worksheet can be presented in an effective and colourful way by changing the font style or the colour of the cells. This is called Formatting.

2. What is conditional formatting?

Ans. Conditional Formatting is a feature which allows the user to format the data that meets certain applied conditions.

3. How to apply different border styles to a cell?

Ans. To apply a border to a selected cell,

1. Select the range of cells.
2. Click on Borders button on the font group in the Home tab.
3. Choose the Borders style options.
4. The table will now has a border.

II. Fill in the blanks:

- Ans.**
1. Font Formatting
 2. Borders
 3. Conditional Formatting

 Exercises

I. Answer the following questions:

1. What is a formula?

Ans. A formula is required to make calculations work quickly and accurately. It has a reference of the cell address.

2. What is a Function in Excel 2016?

Ans. A function is a pre- defined formula for performing a particular task. Excel provides many such functions to make work easy.

3. Explain the AutoSum feature of Excel.

Ans. The AutoSum button is useful to calculate the sum of the numbers, automatically without having to type a formula. This is a useful function which is normally used while entering values.



I. Fill in the blanks:

- Ans.**
1. Guido Van Rossum
 2. Line by line
 3. interpreter

II. Answer the following questions:

1. What is the use of print () function?

Ans. The print () function is used to display the output of any command on the screen. It can also be used to print the specified messages.

2. Write any four features of Python language.

Ans. Features of Python language are,

1. It has a simple syntax.
2. Python is a case sensitive language.
3. It is an interpreted language.
4. It is free to use and even free for commercial products.

(Note: students can write any four features of python from page no. 69)



I. Fill in the blanks:

- Ans.** 1. Script
2. keyword
3. variable

II. Answer the following questions:

1. Explain the assignment operator with examples.

Ans. Values are assigned to variables using assignment operator (=).
For example, the statement `a = 5` assigns the value 5 to the variable `a`.

2. What is a variable? Discuss the rules for naming the variables.

Ans. In Python, variables are the storage locations which hold values for later use. When a new value is stored in a variable, its previous value gets overwritten.

Rules to write the variable names:

1. A variable name should start with an alphabet or an underscore.
2. A variable name can consist of alphabets, digits and underscore. No other character is allowed.
3. A python keyword cannot be used as a variable name.
4. A variable name can be of any length.
5. Variable names are case- sensitive.



I. Fill in the blanks:

- Ans.** 1. Newline character
2. input ()
3. data type

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