Q 1.a. Fill in the blanks with an appropriate word/ words.(Write only the answers)

1. Computers are machines that perform specific tasks according to the set of
$\qquad$ or $\qquad$ .
2. Computers work with an interaction of $\qquad$ and $\qquad$ .
3. Min () find the $\qquad$ value in the $\qquad$ of cells.
4. An embedded chart in a worksheet can be $\qquad$ , $\qquad$ and moved from one place to another.
5. An algorithm works on a $\qquad$ of $\qquad$ .
6. The $\qquad$
$\qquad$ in a flowchart should not cross each other.
7. Numeric constants can be $\qquad$ constants or $\qquad$ constants.
b. State whether the statements are true or false, if false then rewrite the correct statements:
8. GUI supports only the use of a keyboard.
9. Windows 98 was the first operating system to support internet connection sharing.
10. Cell reference is a group of contiguous cells which forms a shape of a rectangle
11. Range names are not case sensitive
12. A chart is a textual representation of data in a worksheet
c. Write the full forms for the following:
13. BIOS
14. CPU
15. JCL
16. CLI
17. CUI
d. Match the elements in column $A$ to the description in column B and rewrite the statements:

| A | B |
| :--- | :--- |
| 1. Constant | a. Predefined formulas in excel |
| 2. Operator | b. A cell or a range of cells that you want to include in |
| your calculations. |  |

Q2a. Write the purpose of the given function:

1. Exp
2. MOD
3. Power
4. ODD
5. INT
b. Name the following (write only the answers)
6. Displays the current date
7. It returns the average of range values
8. Any two operating systems
9. Box used in a flow chart to write the steps for calculation
10. Person who introduced flow charts
c. Draw the symbols used in the flowcharts according to the description given below:
11. To apply any condition in the program.
12. Used in the beginning and at the end of the flow chart
13. To show the direction in which the control of program is moving
14. It connects one part of the flow chart to another
d. Write the short cut keys for the following commands:
15. To create chart instantly
16. To copy the formula
17. To enter or modify a formula in a cell, after selecting the cell

Q3. Define the following:

1. Hardware [2]
2. Concatenation [2]
3. Legend [2]
4. Program [2]
5. Token [2]

Q4. Answer the following questions:

1. What is an axis in excel?
2. What do you mean by arguments in excel?
3. What is the basic difference between pie chart and the doughnut chart?
4. What is a mixed reference in Excel?
5. What is a compiler?
6. Write the rules to enter a function in Excel.
7. Write the disadvantage of an interpreter in a programming language.

Q5a. Write an algorithm and make a flow chart to calculate the area of a circle. [4]
b. Draw a flow chart to check if the given number is even or not even.
c. Write an algorithm to swap two numbers.

