



**Ch1 : Safeguarding your Computer**

- Q1 Define : a) Cyberbullying      b)Cyber Crime      c)Spamming      d) Hacking  
Q2 Write any three safety measures you will take to protect yourself from victim of Cyberbullying.  
Q3 What do you mean by Online Transaction Fraud?  
Q4 Name any two Malware.

**Ch 2:Formulas and functions in Excel**

- Q1 Write the output of the following:  
a) =concatenate(“Joy”, “deep”)  
b) =max(5,60,79,18)  
c) =Today()  
Q2 Mention any two mathematical functions.  
Q3 Which function is used to convert text string into uppercase?

**Ch 3 : Charts in Excel**

- Q1 What do mean by the term Chart?  
Q2 Define data labels.  
Q3 If you wish to write names of students alphabetically . Which type of sorting you will be using for this?

**Ch 4 : Advanced features of PowerPoint 2016**

- Q1 What is notes page view?  
Q2 Mention any two audio and video file types.  
Q3 Which key is pressed alongwith the F5 key to start the slide show from the current slide?  
Q4 Which feature of PowerPoint determines how the presentation will move from one slide to another?  
Q5 Which tab contains all presentation views?

## **Ch 5 : Algorithm Intelligence**

Q1 What is a flowchart?

Q2 Draw Input/ Output box and write about it.

Q3 Suresh is drawing a flowchart to calculate area of a triangle. Which box does he need to :

- i) Read the sides
- ii) Calculate the area

Q4 Write an algorithm to find the largest of two numbers A and B.

Q5 Draw the flowchart symbol that represents process or action step .