



ITL PUBLIC SCHOOL
PRE MID TERM EXAMINATION (2026-27)
COMPUTER APPLICATION - ANSWER KEY

	SECTION – A	
Q.1	Choose and write the correct option	5 marks
1.1	The point where a row and column meet is called a _____. a) Chart b) Cell c) Function d) Workbook	1
1.2	Which of the following is NOT a type of data that can be entered in Excel? a) Numbers b) Text c) Formula d) Picture	1
1.3	Which function is used to find the lowest value in a range of cells? a) MIN b) MAX c) COUNT d) SUM	1
1.4	A _____ chart is best used to show a change in trends over time, like monthly temperature. a) Pie b) Column c) Line d) Doughnut	1
1.5	_____ key is used to update the total in a cell. a) F8 b) F9 c) F10 d) F11	1
Q.2	Fill in the blanks	5 marks
2.1	The Formula Bar shows the numbers, text and formulas entered in the active cell.	1
2.2	A workbook by default contains one worksheet named Sheet1 .	1
2.3	The Pie chart's circle represents 100% of the data.	1
2.4	To divide a cell into many cells, use the Split Cells option.	1
2.5	The Absolute reference type does not change when a formula is copied to another cell.	1
	SECTION – B	
Q.3	APPLICATION BASED QUESTIONS	5 marks
3.1	Priya has finished her work in Excel and wants to make sure she doesn't lose it. What should she do before closing the file? Answer: Save the workbook with a clear file name.	1
3.2	Arjun has a long list of numbers and wants to know how many cells actually contain numbers. Which function should he use? Answer: COUNT function	1
3.3	Priya wants to show the relationship between two data series in circular rings with a hole in the middle. Which chart should she use? Answer: Doughnut chart	1
3.4	Farhan wants to select an entire row in his worksheet quickly. What should he click?	1

	Answer: The row heading	
3.5	Divya wants to see the key that explains what each colour in her chart represents. Which chart component should she look for? Answer: Legend	1
	SECTION – C	
Q.4	Short Answer Questions	3 marks
4.1	What is a formula in MS Excel? Answer: A formula is a mathematical equation that uses numbers, operators and cell references to perform calculations, and it always begins with an equal (=) sign.	1
4.2	Name any two commonly used functions in Excel and their use. Answer: SUM – to calculate the total in a range of cells; AVERAGE – to calculate the average in a range of cells.	1
4.3	What is the use of the Autofill feature? Answer: It helps to quickly fill in numbers, dates or days of the week without typing them all.	1
Q.5	Read the statement and state whether these statements are true or false.	2 marks
5.1	A formula in Excel can begin with any sign. False	
5.2	A workbook is a file containing one or more worksheets. True	
5.3	You can click on the close header and footer button to come out of header/footer insertion mode. True	
5.4	The MAX function is used to find the lowest value in a range of cells. False	