

# Worksheet

## Class ix

### INFORMATION TECHNOLOGY (402)

1. Name the different type of chart available in Ms-Excel.
2. What is Legend?
3. Explain a)MAX() b)AVERAGE c)IF() d) MOD() e) SQRT
4. What do you mean by Freezing spreadsheet titles?
5. What is alignment?
6. Define the following terms:-a) Data series b) Plot area
7. What is copyright?
8. Explain Plagiarism.
9. What is the formula in Ms Excel?
10. Define Chart. Name Different Type Of Chart available Within Excel. Explain Any Five Component Of a Chart?
11. How will you use action Button?
12. What is the use of clip board?
13. What is MODEM? Explain the working Of MODEM?
14. What are auto shapes?
15. What are the types of alignment present in PowerPoint?
16. Explain the various components of spreadsheets.
17. Write the process for recording your own sound.
18. What are margin? How will you set the margin in your document?
19. What are Header and footer? Write down the steps to use them in a document.

20. What is the purpose of undo and redo command?
21. What is text alignment? Explain the different categories of text alignment.
22. What do you mean by Thesaurus tool?
23. Difference between workbook and worksheet.
24. What is an operating system?
25. What is a folder?
26. Name some popular operating system.
27. What is cell referencing along with its types?
28. LAN, MAN, WAN
29. What is Bluetooth?
30. What are web browser and web server?