

## chapter - 2

## (Ques - Ans)

Q-1, State the method to select adjacent cells in a worksheet?

Ans-1, Select the first cell in the group

2 Now, press and hold down the shift key and use arrow keys to select the group of adjacent cells you want.

Q-2, What do you understand by formatting of cells?

Ans, Excel provides various formatting options for the cell. There are many formatting options like alignments, merging and wrapping available in Excel. You can define how text is displayed in the cells of your worksheet. You can change font, font size, colour etc. You have even decide borders and colours for cells.

Q-3, Name some of the text alignment options available in excel?

- Ans,
- 1, Top align
  - 2, Middle align
  - 3, Bottom align
  - 4, Centre align
  - 5, Align text left
  - 6, Align Text Right

Q-4, How can you add borders to cell?

Answer) You can add borders to your cell in an Excel worksheet. To add borders to your cells, follow the steps

- 1, Select the cells ~~to~~<sup>in</sup> which you want to add borders.
- 2, From the font group on the home tab
- 3, Select the border style you want.

Q-5, How can you want add background colors to cells?

Ans Follow the steps to add colour to your cells:-

1, Select a colour from colour ~~drawn~~ list

2, To remove colours from the selected cells, click on no fill

3, To see more colours, click on more colours option to open the colours dialog box



# CHAPTER → 4

Q-1) What is use of Freehand Brush tool?

Answer) This tool is used to draw brush strokes to give an effect of painting to the image.

Q-2) What is the use of Rectangle tool and Ellipse tool?

Answer) 1) Rectangle Tool

- This tool is used to draw rectangle or square.

2) Ellipse Tool

- This tool is used to draw a circle.

Q-3) What is the use of Clone Tool?

Answer) The clone tool in Krita is used for

cloning one area of an image and copying it somewhere else. This tool can be used to transpose an object from one layer to another.

Q-4) Explain the utility of the crop tool in krita?

Answer) The crop tool removes the part of an image surrounding the selections. Use the Crop tool to remove distraction background elements and create focus on your desired object in the image.

Q-5) What is the use of Gradient Tool

Answer) The Gradient Tool allows you to fill an area with a range of colours in a specified pattern. It creates a blend of two or more colours.

## Chapter-3

### Performing Calculations in Excel

Q-1) What is cell reference? Mention its types

Ans) Types of cells

→ Absolute reference

→ Relative reference

→ Mixed reference

While you can create simple formulas in Excel manually (for example,  $=2+2$  or  $5*5$ ), most of the time you will use cell addresses to create a formula. This is known as making cell reference.

Q-2) Difference between Relative, absolute and mixed references.

Ans) Relative reference

→ When you copy or move the formula to other cells, the reference cell automatically <sup>gets</sup> changed. This is known as a relative reference.

Absolute Reference

There may be times when you do not want a cell reference to change when filling cells. Unlike relative references, absolute references do not change when copied or filled. You can use an absolute reference to keep a row or column constant.

## Mixed References

Mixed Reference is a combination of relative and absolute reference. In this type of reference either the row or the column remains fixed. For example,  $\$A1 + A\$2$

Q-3) What do you mean by a function? Name some of the commonly used functions.

Ans) A function is a predefined formula that performs calculations using specific values in a particular order. Functions help us work faster and make sure our calculations are quick and correct. All spread sheet programs include

common functions that can be used to quickly find sum, average, count maximum value and minimum value for a range of cells.

Q-4) What is the use of Auto-sum feature?

Ans The Auto-Sum feature is used to quickly add nos in the selected range of cells. This feature is particularly useful when you want to add all the no. in a row or column.

Q-5) What are the different error values that a formula can display? Explain?

##### Error

This error occurs if the column does not have enough space to accommodate the value.

#VALUE! Error

This error occurs if the formula contains invalid data.

#NAME? Error

This error occurs if the formula is used incorrectly.

#DIV/0! Error

This error occurs if the no. is divided by 0

Good

Ch-5

## Introduction to HTML 5

Q-1) What do you understand by HTML 5?  
Why is it used?

HTML stands for Hyper Text Markup Language. It is the language that is understood by web browsers for composing text and images (still as well as animated) on a web page.

Q-2) Define tags. Give example?

An HTML tag is a label added to the text that instructs the web browser where that text is to be displayed and how it is to be displayed. HTML tags are always enclosed in angles brackets, that is,  $\langle \rangle$

DATE / /

# Differentiate between container and empty tags

**Container tags:** HTML tags that are generally used in pairs are called container tags. These tags are written with some text between the first and the second tags. The first tag is called the start tag or ON tag and the second tag is called the End tag or ~~OFF~~ tag, ~~and the~~ OFF

The End tag is created by simply placing a forward slash (/) in front of the start tag. Ex of container tag are as follow.

**Empty tag:** Empty tags are those ~~wh~~ that do not need an end tag. They are not used in pairs and are represented only by a start tag or on tag

empty tags are the line break tag `<br>` and the horizontal ruler tag `<hr>`

Q-4) How many types of heading tags are there in HTML? Discuss the various levels of heading tags.

Ans) There are various headings and subheadings

These sub heading sometimes have their own further subheadings. A heading tag is used to give similar effect to your web pages. It is a container tag with a start tag and an end tag. HTML can define up to six levels of heading from h1 to

h1 is the first and the largest level of heading and h6 is the last and the smallest level of heading / sub heading.

Q- Write a short note

a) `<hr>`

→ Is an empty tag used to draw a horizontal line in your web page. The `<hr>` tag divides a web page into segments with the help of a horizontal line.

b) Nested tags

→ You can start using another tag without closing the first tag. This means that one tag can contain other tags as well. Such

tags are called nested tags.

### c) Tag attributes

An attribute is defined as an ~~an~~ additional feature that can be added to the HTML elements on your web page for Ex, by using `align = right` attribute, you can align your text to the right side of your web page.

Align - This attribute allows you to align the text of your paragraph to the left side, center or right side of your web page.

The use and output of this  
attribute is show

