

XTH 402 ASSIGNMENT

Fill in the blanks:

1. _____ can be used to break continuous text to one or more sentences.
2. Paragraph group is available under _____.
3. Default tab stop position is _____.
4. _____ can be used for inserting information at the top of each page Automatically.
5. Header option is available under _____ group in insert tab.
6. _____ can be used for inserting information at the bottom of each page automatically.
7. The Footer option is available under _____ group in the insert tab.
8. _____ are customized options for creating professional looking documents with the minimum efforts.
9. You can change styles by using the _____ group under the Home tab.
10. Templates or document templates refer to a _____ document.
11. Creating a new document based on a _____ can save you _____ because _____.
12. _____ & _____ breaks can be used to separate a document into sections.
13. Using page breaks, you can create different _____.
14. A section break controls the _____ of the document content that _____ it, until it reaches another section break.
15. To see a section/page break, click the _____ button.
16. After selecting the text you need to click the _____ in the Font group to make the font size larger than the current font size.
17. To remove the character formatting, select the text and click on _____ in the Font group.
18. On selecting _____, the first character in the first word of the selected sentence will be converted to Capital Letter.
19. on selecting _____, the first character in all the words of the selected sentence will be converted to Capital Letter.
20. Embedding an object _____ the document while linking an object does _____ into the document files.
21. Readers trying to access the linked object must also have _____ file that forms that object.
22. Clip Art can help in making a document look _____ and _____.
23. Clip Art is available under _____ illustrations group in insert tab
24. To search for a picture, place the cursor _____ the text, click insert tab, and click _____ under illustrations.

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25. After you have inserted the picture, you can wrap the text by using the _____ option.
26. to open an embedded document, _____ it.
27. Embedded objects _____ be printed.
28. When you embed objects in a document, you may have trouble emailing it because _____.
29. You can insert lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts using the _____ option.
30. Symbol option is available under _____ group in the insert tab.
31. _____ of formulas is one of the most powerful features of electronic spreadsheets.
32. _____ is used for adding the values given in cells automatically without writing the formula.
33. AutoSum option is available in _____ group under the Home tab.
34. Autosum automatically selects the values around the cells either _____ or _____.
35. _____ conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it.
36. Conditional formatting is available under _____ Styles group in Home tab.
37. When you freeze a row, _____ remains constant.
38. Freeze Panes option is available under _____ group in _____ tab.
39. The panes are formed where your _____ is placed.
40. To insert a _____ page break, select the row below where you want to insert the page Break.
41. To insert a _____ page break, select the column to the right of where you want to insert the page break.
42. The Breaks option is available under _____ group in the Page Layout tab.
43. To return to Normal view after you finish working with the page breaks, you need to click _____ in the _____ group under the View tab.
44. Spread sheet software provides various page layout options for organizing pages using the _____ View.
45. Margins option is available under _____ group in the _____ tab.
46. Two types of page orientation are _____ & _____.
47. Different types of views are available under _____ in the View tab.
48. The five types of views available are _____, _____, _____, _____ & _____.

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49. Assigning names to cells in a worksheet help you to _____ specific cells.
50. The Define Name option is available under _____ group in the _____ tab.
51. A chart is a _____ of data, in which the data is represented by symbols, such as ___ in a bar chart, ___ in a line chart, or ___ in a pie chart.
52. the three tabs that are available after inserting the chart in the spreadsheet are _____, _____ & _____.
53. Sort helps you arrange the selected data either in an _____ or _____ order.
54. Using filter you can extract data based on _____.
55. Sort option is available in _____ group under the Data tab.
56. Filter option is available in _____ group under the Data tab.
57. Switch Windows option is available in _____ group under the View tab.
58. Linking cells from different _____ / _____ helps you to summarize data from different sources.
59. Linking data helps you help to keep information _____ without editing at multiple locations.
60. Share Workbook option is available in _____ group under the Review tab.
61. Shared workbooks don't allow _____, _____ & inserting _____ or _____

Answer the following:

1. List seven chart elements?
2. List five chart types available in spreadsheet?
3. List any five conditions/formats/items that can be used for conditional formatting?
4. List any three word wrapping options available in a word processing software.
5. List any two websites that offers free clip arts.
6. What are Objects in a Word processing software?
7. List any five items that can be added to the header area.