



Q1. Multiple choice question answer.

(0.5*5=2.5)

- i. Which number system includes 10 digits, ranging from 0 to 9.
(a) Decimal (b) Octal (c) Binary (d) Hexadecimal
- ii. To change the chart style in Excel, which button do you click?
(a) Change Chart Type (b) More button in the Chart Styles group
(c) Freeze Panes button (d) None of these
- iii. _____ does not rearrange the data.
(a) Sorting (b) Filtering (c) Freeze (d) None of these
- iv. In Excel, which tab do you click to sort data?
(a) View tab (b) Data tab (c) Home tab (d) None of these
- v. Which of the following is true about binary to decimal conversion?
(a) Multiply each binary digit by powers of 2 (b) Multiply each binary digit by powers of 10
(c) Add all the digits together (d) None of these

Q2. Fill in the Blanks.

(0.5*5=2.5)

- i. A chart is graphical representation of data.
- ii. The tool used to keep rows or columns visible while scrolling is called Freeze
- iii. The digits 0 and 1 are known as bits.
- iv. In Hexadecimal number system, E stands for 14.
- v. Legends component marker of chart depict the color, patterns, and symbols assigned to data series.

Q3. Write T for true and F for false statements.

(0.5*4=2)

- i. Column chart uses vertical bars to represent data. T
- ii. Data labels are used for identifying details of data point in a chart. T
- iii. A bar chart organizes the categories along the vertical axis and the values along the horizontal axis. T
- iv. In binary to decimal conversion, we multiply binary digits by powers of 10. F

Q4. Answer the following questions:

- i. What axis is used for plotting data values in a chart? Y-axis / vertical axis (0.5*5=2)
- ii. Define binary digit. The digits 0 & 1.
- iii. Which feature of Excel has been used to freeze the row? Freeze Pane
- iv. Which chart type is deal for showing trends? Line Chart

Q5. Answer the following questions:

Line, Bar, Column (1*4=4)

- i. What are the different chart types available in Excel?
- ii. Describe the process of converting a decimal number into binary. divide by 2 & remainder
- iii. How can you create a PivotTable in Excel? Insert tab -> Pivot Table -> Ok.
- iv. Define radix. Base is known as radix.

Q6. Answer the following questions:

(2*4=8)

- Explain the process of filtering data in Excel and how it differs from sorting.
- Discuss the steps involved in creating a chart in Excel.
- Define number system. Discuss the differences between the binary, decimal, octal, and hexadecimal number systems. Provide examples for each.

iv) $(1254)_{10}$ convert decimal to binary numbers and recheck your answer.

$(10011100110)_2 - 1024 + 128 + 64 + 32 + 4 + 2$

Q7. Observe the text as shown in figure and answer the following:

(1/2*4=2)

Hexadecimal

a) What number system does this figure represents.

b) What does the symbol 'D' and 'F' represent? 13, 15

c) What is the base of the number system used in it? 16

d) What does the symbol 'A' and 'C' represent? 10, 12

8DF5A4C

Q8. Convert decimal number into binary number system.

(1*2=2)

a) $(112)_{10} (1110000)_2$ b) $(20)_{10} (10100)_2$

Q9. Convert decimal number into octal number system.

(1*2=2)

a) $(6)_{10} (6)_8$ b) $(16)_{10} (20)_8$

Q10. Convert decimal number into hexadecimal number system.

(1*2=2)

a) $(32)_{10} (20)_{16}$ b) $(15)_{10} (F)_{16}$

Q11. Convert binary number into decimal number system.

(1*2=2)

a) $(10110)_2 (22)_{10}$ b) $(1011)_2 (11)_{10}$

Q12. Convert octal number into decimal number system.

(1*2=2)

a) $(76)_8 (62)_{10}$ b) $(43)_8 (35)_{10}$

Q13. Convert hexadecimal number into decimal number system.

(1*2=2)

a) $(A5)_{16} (165)_{10}$ b) $(3)_{16} (3)_{10}$

Q14. Label the different components of a chart in the picture below.

(1/2*10=5)

