St. JOHN'S RESIDENTIAL PUBLIC SCHOOL

Sona Gopalpur, Sampatchak, Patna – Gaya Highway, Patna – 7

Pre – Mid Term Exam - I (2023 – 24)

Grade: IX

Subject: IT   **Max Marks: 25**

Name: _____

Date :   / 05/ 23

Duration: 1 hr.

Roll: _____

SECTION - A

A. Answer the following with reference to Open Office Calc: 5

1. The Last column is _____
2. The Last cell address is _____
3. The last row is _____
4. The cell next to Z5 is _____
5. The address of first cell is _____

B. Identify the type of reference: 2

1. $BA56
2. AC$32
3. AAZ965
4. BD3210

C. Fill in the blanks: 5

1. If A1:A5 contain the numbers 6, 20, 13, 25 and 36 then Average(A1:A5;60) will display_____.
2. The formula "=MIN(C1:C5)" stored in cell C6 when copied to cell D6 changes to _____.
3. In _____referencing, the reference changes rows and columns automatically when it is copied to a new cell.
4. The default extension of a workbook created using a LibreOffice Calc spreadsheet is _____.
5. The formula in cell A2 is =B2+C3. On copying this formula to cell C2, C2 will change to _____.

D. Study the spreadsheet given below and answer the questions: 5

	A	B	C	D	E	F	G	H	I
1	Run scored by a Team in 5 matches in IPL-2023								
2	Team	M1	M2	M3	M4	M5			
3	CSK	178	217	159	172	226			
4	GT	182	163	204	154	177			
5	PBKS	191	197	143	153	161			
6	KKR	146	204	207	205	185			
7	LSG	193	205	127	213	159			
8	DC	143	162	142	172	151			
9	RR	203	192	199	175	179			
10	SRH	131	121	145	228	178			
11	MI	171	157	173	186	192			
12	RCB	172	123	212	174	218			
13									
14									
15									

1. Write formula to calculate the average score of LSG in first 3 matches in cell H7.
2. Write formula to find the highest score from the overall team.
3. Write the formula to calculate the total runs scored by SRH in cell G10.
4. Which type of chart will be used to represent this information?
5. Write the formula to calculate the difference between runs of DC and MI in match number M3 and M5 respectively.

E. Answer these questions: 1 x 3 = 3

1. Cell D5 contains the formula =B5+C5 and this formula is copied to cell E5, what will be the copied formula in cell E5?
2. Write the steps to insert a chart in Calc.
3. Represent Bar chart & XY Scatter chart.

A. Answer these questions: **5**

1. What are the different forms of communication?
2. What are the channels of communication?.
3. What are the steps involved in communication?
4. What are the forms of non-verbal communication?
5. What is meant by Effective communication?