

QUESTION BANK
CHAPTER 1
INTERNET SERVICES

Q1. Multiple Choice Questions:

1. The Internet is a global network of ___.

- A. printers
- B. computers
- C. televisions
- D. radios

Answer: B. computers

2. Search engines help users find ___ on the Internet.

- A. games
- B. information
- C. furniture
- D. music

Answer: B. information

3. Which of the following is a search engine?

- A. WhatsApp
- B. Google
- C. Zoom
- D. Gmail

Answer: B. Google

4. Email stands for ___.

- A. electronic mail
- B. easy mail
- C. internet message
- D. email letter

Answer: A. electronic mail

5. An email address contains a username and a ___ name.

- A. city
- B. domain
- C. school
- D. contact

Answer: B. domain

6. Real-time text communication through computers is called ___.

- A. browsing
- B. chat
- C. shopping
- D. printing

Answer: B. chat

7. Video conferencing allows users to communicate through ___ and video.

- A. sound
- B. audio
- C. drawing
- D. typing

Answer: B. audio

8. E-learning means learning with the use of ___.

- A. television
- B. technology
- C. newspapers
- D. bicycles

Answer: B. technology

9. E-banking is used to manage bank accounts ___.

- A. offline
- B. online
- C. by post
- D. by phone only

Answer: B. online

10. Buying and selling products over the Internet is called ___.

- A. e-mail
- B. e-commerce
- C. e-learning
- D. e-greeting

Answer: B. e-commerce

Q2. Fill in the blanks

1. The Internet is a _____ of millions of computers connected together.

Answer: global network

2. Search engines help you find information on any subjects by entering _____.

Answer: keywords or phrases.

3. Users can _____ websites.

Answer: access

4. _____ is the method of sending and receiving messages.

Answer: Email

5. An email address consists of a _____ separated by the @ symbol.

Answer: user name and domain name

6. Google Meet is used for video ___.

Answer: conferencing

7. E-learning means learning anytime and ___.

Answer: anywhere

8. E-banking helps users monitor, transact and ___ bank accounts online.

Answer: manage

9. E-greetings are electronic greeting ____.
Answer: cards
10. Online buying and selling is called e-____.
Answer: commerce

Q3. True and False

1. The Internet is a global network of millions of computers.
Answer: True
2. Search engines store all the information on the Internet.
Answer: False
3. Email can be used to send and receive messages over the Internet.
Answer: True
4. An email address contains spaces between words.
Answer: False
5. Chat is also known as online chat.
Answer: True
6. Video conferencing uses only text messages.
Answer: False
7. E-learning can be used anytime and anywhere.
Answer: True
8. E-banking is done only at a bank branch.
Answer: False
9. E-greetings are sent over the Internet.
Answer: True
10. E-commerce means buying and selling products over the Internet.
Answer: True

Q4. Answer in One Word:

1. It helps you find and search information on any subject: **Search engine**
2. A process of sending and receiving messages over the internet: **Email**
3. A global network consisting of millions of computers connected together: **Internet**
4. It allows two or more users for live interaction via audio and video transmission:
Video conferencing
5. A medium of delivering television content over an internet connection: **Internet TV**

6. It refers to learning using technology anywhere and at any time: **E-learning**
7. Online commercial activities are also known as: **E-commerce**
8. The process of buying and selling products over the Internet: **Online shopping**
9. The real-time text communication between two or more users through computers: **Chat**
10. It is a net banking service that allows users to manage their bank account online: **E-banking**

Q5. Application-based questions

1. Riya wants to find information about the solar system for her project. Which internet service should she use?

Answer: Search engine.

2. Aman wants to talk to his cousin living in another country face to face. Which service should he use?

Answer: Video conferencing.

3. Meera wants to check her bank balance without going to the bank. Which service is useful?

Answer: E-banking.

4. Rahul wants to send birthday wishes to his friend through the Internet. Which service should he use?

Answer: E-greetings.

5. Sneha wants to buy a book online. Which internet service is she using?

Answer: E-commerce.

CHAPTER 2

FORMULAS AND FUNCTIONS IN EXCEL 2019

Q1. Multiple Choice Questions:

1. In Excel 2019, a formula always begins with which symbol?

- a) &
- b) =
- c) +
- d) \$

Answer: b) =

2. Which of the following components are the variables on which operations are performed in a formula?

- a) Operators
- b) Parentheses
- c) Functions
- d) Operands

Answer: d) Operands

3. The process of combining multiple text values into one text string is known as:

- a) Correlation
- b) Concat-addition
- c) Concatenation
- d) Formatting

Answer: c) Concatenation

4. Which symbol is used to perform text concatenation in Excel?

- a) +
- b) &
- c) \$
- d)

Answer: b) &

5. What happens to a relative cell reference when you copy a formula downward?

- a) It remains completely unchanged.
- b) The referenced cells automatically change based on the relative position.
- c) It generates a #REF! error.
- d) It turns into an absolute reference automatically.

Answer: b) The referenced cells automatically change based on the relative position.

6. To make a cell reference absolute, which character must be added before the row number and column letter?

- a) &
- b) =
- c) \$

d) %

Answer: c) \$

7. Which type of cell reference is a combination of both relative and absolute references (e.g., \$A1 or A\$2)?

- a) Fixed Cell Reference
- b) Mixed Cell Reference
- c) Static Cell Reference
- d) Double Cell Reference

Answer: b) Mixed Cell Reference

8. Predefined formulas that are built into Excel to perform simple and complex calculations are called:

- a) Expressions
- b) Arguments
- c) Functions
- d) Operators

Answer: c) Functions

9. Which built-in function returns the smallest value from a specified set of numbers?

- a) SMALL()
- b) MIN()
- c) LOW()
- d) MAX()

Answer: b) MIN()

10. Excel provides a tool that helps you step-by-step to create and apply functions by selecting them from a list. This tool is called:

- a) Formula Builder
- b) Function Wizard
- c) Calculation Manager
- d) AutoSum Help

Answer: b) Function Wizard

Q2. Fill in the Blanks

1. A mathematical expression that includes operands and operators to evaluate a result is called a formula .

2. Cell addresses used within a formula are also commonly referred to as cell references .

3. The Formula bar in Excel consists of two prominent buttons, namely the Enter button and the Cancel button.

4. The Enter button on the formula bar evaluates the value of the formula, working exactly like pressing the Enter key.

5. When typing a formula directly inside a cell, it is simultaneously displayed up in the formula bar .

6. The small square handle located at the bottom-right corner of a selected cell used to drag and copy formulas is called the AutoFill handle .

7. Specific values passed inside a function in a particular order to compute a result are called arguments .

8. The built-in Excel function TODAY() returns the current system date.

9. Excel functions use parentheses () to enclose their arguments and signify that they are functions.

10. The built-in Excel function ROUND() rounds a specified number to a designated number of digits.

Q3. True or False

1. A formula in Excel can start with any mathematical operator like + or - instead of an = sign.

Answer: False (It must always begin with an = sign).

2. Any variables or cell references on which mathematical operations are performed are called operators.

Answer: False (They are called operands; characters like + or are operators).

3. Text values can be joined or combined together using the concatenation feature in Excel.

Answer: True

4. The formula =A1+B1 uses an absolute cell reference.

Answer: False (It uses relative cell references).

5. In an absolute cell reference, when you copy a formula to another cell, the referenced cell address remains completely constant.

Answer: True

6. =\$A\$1+\$A\$2 is an explicit example of a mixed cell reference.

Answer: False (It is an absolute cell reference).

7. Functions are nothing but predefined, built-in formulas in Excel.

Answer: True

8. The structural rules of a function state that arguments should be enclosed in square brackets [].

Answer: False (They must be enclosed in opening and closing parentheses ()).

9. The MAX() function returns the count of the maximum number of cells selected in a range.

Answer: False (It returns the largest value from a set of given values).

10. The DAY(), MONTH(), and YEAR() functions can be used in Excel to isolate and display the day, month, and year values respectively.

Q4. Answer in One Word

1. What mathematical term is used to describe operators like +, -, , and / in an Excel formula?

Answer: Operators

2. Which feature or mouse operation can be dragged to copy formulas quickly into consecutive adjacent cells?

Answer: AutoFill

3. What is the process of combining two text strings like "Computer" and "Science" called?

Answer: Concatenation

4. Which type of cell reference changes automatically relative to its new position when copied?

Answer: Relative

5. Which specific sign is positioned before the column letter and row number to lock a cell address?

Answer: Dollar (\$)

6. What type of reference is used in the formula =A\$1+B2 where only one row or column remains locked?

Answer: Mixed

7. What are the inputs or variables placed inside parentheses in a function called?

Answer: Arguments

8. Which Excel tab contains the Function Library group where you can access "Insert Function"?

Answer: Formulas

9. Which built-in statistical function calculates the sum of all values divided by the total count of values in a range?

Answer: AVERAGE()

10. Which shortcut dropdown arrow button under the Home or Formulas tab gives quick access to functions like SUM, Average, Max, and Min?

Answer: AutoSum

Q5. Application-Based Questions

1. Aman has typed the word "Class" in cell A1 and "VIII" in cell B1. He wants to combine them so that cell C1 reads "ClassVIII". Help Aman by writing the exact formula he needs to input into cell C1.

Answer: Aman needs to use a text formula with the concatenation operator (&). The formula he should type in cell C1 is:

=A1&B1

2. Neha is creating a grade sheet. In cell H2, she writes the formula =C2+D2+E2+F2+G2 to get her total marks. She has 50 more students listed below her. Instead of typing out the formula for every single student, what action should she take to instantly calculate the total marks for the rest of the rows?

Answer: Neha should click on cell H2 and position her cursor at the bottom-right corner of the cell until the AutoFill handle symbol appears. She should then click and drag it downward to the last student's row. Because Excel uses relative cell references by default, the formula will automatically change to match each student's corresponding row (e.g., row 3 will become =C3+D3+E3+F3+G3), instantly calculating the scores.

3. Ritu wants to calculate a 10% tax discount on several store items listed in a worksheet. The tax rate (10%) is stored safely in a single cell, C1. The items' prices are listed in column B (starting from cell B4). She wants to write a formula in D4 and copy it down. If she writes =B4 C1 and drags it down using AutoFill, she gets errors/incorrect results for the other items. Explain what went wrong and provide the correct formula.

Answer: When Ritu copies the formula down, Excel treats C1 as a relative reference. For the next item in row 5, the formula changes to =B5 C2, which is incorrect because the tax value is fixed in C1, not C2. To fix this, she must change the cell reference of C1 to an absolute cell reference by adding a dollar sign (\$) before both the column letter and row number.

The correct formula for cell D4 is:

=B4 \$C\$1

4. Swati has a column containing the final test marks of 40 students in a range from cell H2 to H41. She needs to instantly find out what the highest score achieved in the class is and display it in cell H42. Which built-in function should she use, and what will the complete function expression look like?

Answer: Swati should use the built-in MAX() function, which returns the maximum/largest value from a set of given values. She should select cell H42 and enter the expression:

=MAX(H2:H41)

5. Rohan wants to add a function to his worksheet using a step-by-step assistant because he keeps forgetting how to properly place commas and parentheses. Which feature under Excel's Formulas tab should he open to see the "Insert Function" dialog box to guide him through entering arguments? Outline the first three basic steps he should take.

Answer: Rohan should use the Function Wizard . The first three steps he should follow are:

Step 1: Click on the specific cell where he wants to apply the function.

Step 2: Navigate up to the ribbon, click on the Formulas tab, and select Insert Function from the function library group. (This will bring up the Insert Function dialog box) .

Step 3: Choose his desired function from the "Select a function" list and click the OK button to open the argument prompts.