

Worksheet - 9th IT

1. How can you personalize wedding invitations using a computer by automatically inserting the names and addresses of guests? Explain the process.

- Answer:
 - The process used is called Mail Merge. It allows you to merge data from a spreadsheet (like a guest list) into a template document.
 - Steps:
 - i. Prepare a list of guests' names and addresses in an Excel spreadsheet.
 - ii. In Microsoft Word, go to the "Mailings" tab and select "Start Mail Merge."
 - iii. Choose "Letters" or "Envelopes" as the document type.
 - iv. Click on "Select Recipients" and choose the Excel file containing the guest data.
 - v. Insert placeholders (like <<Name>>, <<Address>>) where you want to personalize the invitation.
 - vi. Preview and complete the merge to create personalized invitations for each guest.

2. Use Excel formulas to calculate:

a) The total marks obtained by Rohan in cell H5. b) The average score of Priya in cell K3. c) The highest marks in Mathematics in cell F10. d) The number of students who appeared for the exam in cell C8.

- Answer:
 - a) Formula for total marks in H5: =SUM(B5:E5) (Assuming marks for Rohan are in cells B5 to E5).
 - b) Formula for average score in K3: =AVERAGE(B3:E3) (Assuming Priya's marks are in cells B3 to E3).
 - c) Formula for highest marks in F10: =MAX(B10:E10) (Assuming Mathematics marks are in cells B10 to E10).
 - d) Formula for counting students in C8: =COUNTA(A2:A10) (Assuming student names are in cells A2 to A10).

3. What is cell referencing in Excel? Explain its different types with examples.

- Answer:
 - Cell referencing refers to how Excel cells are identified and used in formulas.
 - Types:
 - Relative Reference: A reference that adjusts when copied to another cell (e.g., A1). If copied to B2, it will adjust to B1.
 - Absolute Reference: A reference that remains fixed no matter where it's copied (e.g., \$A\$1). It always refers to cell A1.
 - Mixed Reference: A combination of relative and absolute referencing (e.g., \$A1 or A\$1). Only the row or column is fixed.

4. List and explain the various presentation views available in LibreOffice Impress.

- Answer:
 - Normal View: The default view where you can create and edit slides.
 - Slide Sorter View: Displays all slides as thumbnails for easy rearranging.
 - Slide Show View: Displays the presentation in full-screen mode, as it would appear during a presentation.
 - Outline View: Shows the text of each slide in an outline format for quick editing.
 - Notes View: Displays the slide along with any speaker notes added.

5. Why is proper hand positioning while typing important? Mention the key factors that influence typing accuracy and speed.

- Answer:
 - Importance of Proper Hand Positioning: Correct hand positioning reduces strain and increases typing speed and accuracy.
 - Key Factors:
 - Finger Placement: Fingers should rest on the home row keys to reduce movement.
 - Posture: Sitting upright with hands at a comfortable angle prevents strain.
 - Practice: Regular practice improves muscle memory, leading to faster typing.
 - Keyboard Familiarity: Familiarity with the keyboard layout helps in typing without looking at the keys.

6. How can you format cells in Google Sheets to highlight specific data? Explain conditional formatting.

- Answer:
 - Conditional Formatting in Google Sheets allows you to format cells based on specific conditions.
 - Steps:
 - i. Select the range of cells.
 - ii. Go to "Format" → "Conditional formatting."
 - iii. Set the condition (e.g., cells greater than 50).
 - iv. Choose the formatting style (color, font, etc.).
 - v. Click "Done" to apply the formatting.

7. What are the different types of computer networks? Explain their differences.

- Answer:
 - LAN (Local Area Network): Connects devices within a small area (e.g., a home or office).
 - WAN (Wide Area Network): Spans a large geographical area, connecting multiple LANs (e.g., the internet).
 - PAN (Personal Area Network): A small network for personal devices, like Bluetooth connections.
 - MAN (Metropolitan Area Network): Covers a larger area than LAN but smaller than WAN, often in a city (e.g., a citywide Wi-Fi network).

8. What is the role of a search engine? Explain how search engines work.

- Answer:
 - A search engine is a tool that allows users to search for information on the internet by entering keywords or phrases.
 - How it works:
 - i. Crawling: Search engines use bots (web crawlers) to scan websites and index their content.
 - ii. Indexing: The information is stored in a massive database, making it easy to retrieve.
 - iii. Ranking: The search engine uses algorithms to rank websites based on relevance, quality, and keywords.
 - iv. Results Display: When a user searches, the search engine displays a list of relevant websites based on the search terms.

9. What is the purpose of using a database in an organization?

- Answer:
 - Database is used to store, organize, and manage large amounts of data efficiently.
 - Purpose:
 - Data Management: Helps to store structured data in an organized manner.
 - Data Retrieval: Allows users to quickly search and retrieve specific data.
 - Security: Provides security features to protect sensitive data.
 - Efficiency: Reduces data redundancy and ensures data consistency.

10. Explain the concept of cloud computing and its benefits.

- Answer:
 - Cloud Computing refers to the delivery of computing services (storage, processing, software) over the internet.
 - Benefits:
 - Accessibility: Access data and services from anywhere.
 - Scalability: Easily adjust resources based on demand.
 - Cost-Effective: Pay only for the services you use.
 - Security: Cloud providers offer robust security and backup services.
 - Collaboration: Easy sharing and collaboration on documents and data.