

**Sample Question Paper**  
**Summative Assessment-II-2016-17**  
**Class X**  
**E-Publishing & E-Office**  
Subject Code no: 354/454

**Max. Marks: 30**

**Time: 2 hours**

**(Section A)**

1. Which single shortcut key is used to insert/create chart for the selected cell in MS-excel. 1
  
2. My class teacher is having the result-sheet of entire class showing total marks for each student. She want me to help her in generating a summary report showing the following: 1
  - Student scoring 90% & above.
  - Student scoring 75% & above.
  - Student scoring 60% & above.
  - Passed Students.
  - Fail students

Which chart should I use in ms-excel?
  
3. (a) In a worksheet column A, B and C are showing the quantity of an item in 3 different departmental stores. If column D is to display the total quantity, write the formula statement. 2  
(b) In Which cell should the above statement be written?
  
4. In order to insert a formula in an excel sheet, Which menu item is to be clicked? What is the category type of IF ()? 2
  
5. In an excel sheet as shown below, I want computer to automatically set the value for column D as Pass/fail based on the condition. 1+1+2=4

Marks  $\geq 33$ , Pass

Marks  $< 33$ , Fail

	A	B	C	D
1	Roll no	Name	Marks	Result
2	1001	Amit	73	
3	1002	Riya	27	
4	1003	Sunita	53	
5	1004	Radha	39	
6	1005	Mohan	83	

- (a) Write the steps to accomplish the same in ms-excel.
- (b) Write the condition Statement for Sunita.
- (c). Can we achieve more than two values for result?  
For example if marks are more than 75; set result to merit, if marks are in the range of 33 to 74 set result as Pass else Fail. If yes, how?

**(Section B)**

- |     |   |   |
|-----|---|---|
| 6.  | What is the difference between shear & Perspective tool?  | 2 |
| 7.  | Identify the tools for the following :-<br>(a) Resize the layer.<br>(b) Create Mirror image.  | 2 |
| 8.  | How can we deform a user defined selection area from an image? What are anchor points?  | 2 |
| 9.  | Suggest a tool in GIMP to correct predominant Colors in digital photos. Briefly illustrate about any one adjust Option?   | 2 |
| 10. | Sanjana has got a project work in which she has been given a colored image of a birthday party. She is asked to convert it into a black & white image leaving the birthday child as colored. How can the task be completed. | 4 |

**(Section C)**

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|-----|---|-------|
| 11. | Define:<br>(a) cookies<br>(b) cyber law<br>(c) firewall | 1x3=3 |
|-----|---|-------|

**(Section D)**

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|-----|--|---|
| 12. | What is the maximum size of a TIFF file?                                 | 1 |
| 13. | What are the advantages of e-office and its application in e-governance? | 4 |