

Date - 30.5.20

L-3

Pg no - 38



EXERCISE

(Do all the exercise in book as well as in copy)

1. Fill in the blanks

- A chart can appear as an object in a worksheet or as a new sheet in a workbook.
- Column Chart, Pie Chart and Bar Chart are some chart types supported by MS Excel.
- Move chart is located in Location group.
- Data filtering allows an Excel user to concentrate on relevant data.
- Clicking on Clear in Sort & filter group removes the filter altogether.

2. Name the following

- It allows a chart to be placed as a worksheet in a workbook. MS Excel
- Filtering options are available in this tab. Sort & filter group
- You specify a new data range for your chart in this box. Chart Data Range Box
- To filter data on the basis of a condition, you select. Data tab
- The facility to create a chart is available in this tab. Insert tab

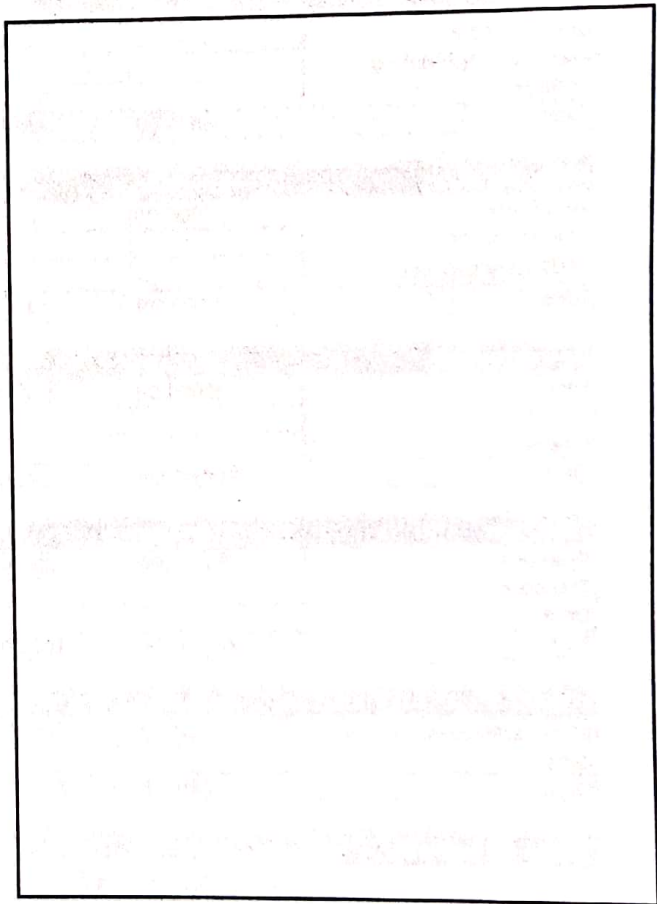
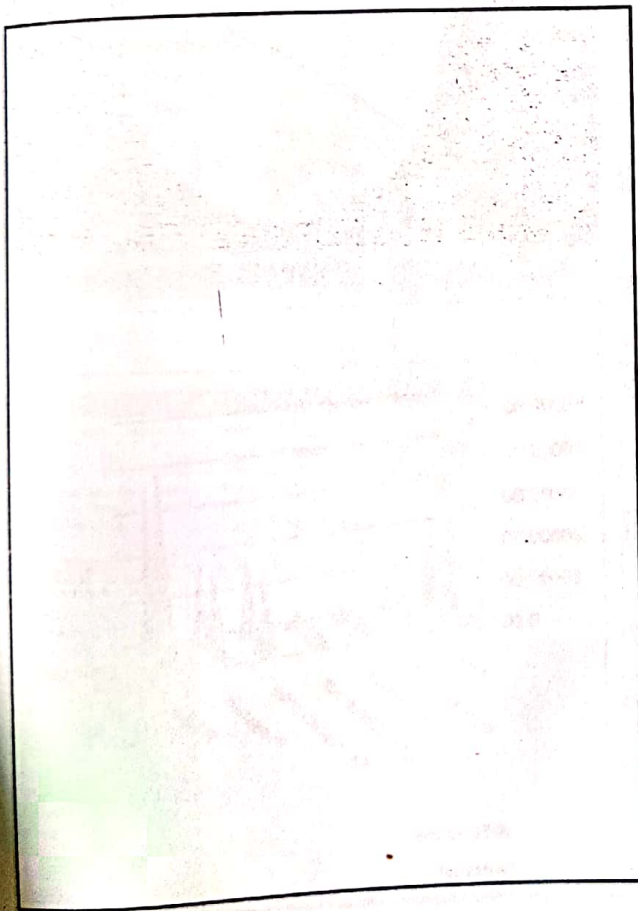
3. Mark the following sentences as true or false

- (a) A graphical presentation of data is always better understood than a textual presentation. True
- (b) Excel can present data diagrammatically but not in tabular form. False
- (c) MS Excel automates the process of chart generation. True
- (d) To create a chart in Excel, we first click on the Design tab. False
- (e) F11 is the shortcut key used to generate a chart automatically for the data already selected. True

4. Write down the steps to

- (a) to use the Chart Wizard to transform a given data into a chart.
- (b) to filter a given data on the basis of certain conditions.

5. Draw a sample pie chart and a bar chart below (Do by yourself)



Date-30.5.20

L-4

Pg no -54



EXERCISE

[Do all the exercise in book as well as in copy]

1. Fill in the blanks

- Computer is a problem solving tool.
- A program is written in a computer language.
- It is the job of the programmer to write the instructions in a correct sequence in the program.
- Algorithms and flowcharts are used to produce Complex programs.
- The first computer program was written by Ada Byron

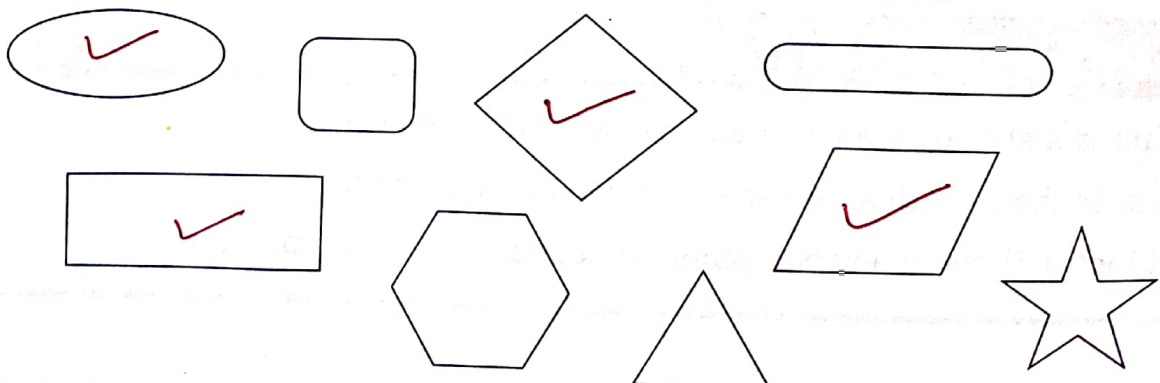
2. Mark the following sentences as true or false

- As the airfare is more, Uma's father decided to go by train. False
- Algorithm is a pictorial representation of the flowchart. False
- Computer works as per your instructions. True
- There are four basic symbols in a flowchart. True
- Diamond symbol is used for decision making. True
- Diamond symbol has one output. False

3. Answer the following questions

- What is an algorithm? Explain with an example.
- What is a computer program?
- Who is a computer programmer?
- Define flowchart with an example.
- List the four basic symbols used in a flowchart with a brief description.
- Define the following: (a) Algorithm (b) Program (c) Flowchart.
- What is the sequence of operations done in solving a problem?

4. Which of the following symbols are used in flowcharts? Tick them



Ch-4 Algorithms and Flowcharts

3. Answer the following questions:

a) What is an algorithm? Explain with an example.

Ans Algorithm is a step-by-step sequence of performing a task. It defines the directions that are needed to solve a problem in simple steps. In computers, algorithms are used for calculations and data processing.

For example: An algorithm to add two numbers.

Step 1 - Take a number and store it in variable A.

Step 2 - Take another number and store it in variable B.

Step 3 - Add A and B and store the result in variable C.

Step 4 - Display the value of C.

b) What is a computer program?

Ans The computer is a problem solving tool. It works as per our instructions. A set of instructions given to a computer is called a computer program. The person who writes a program is called programmer.

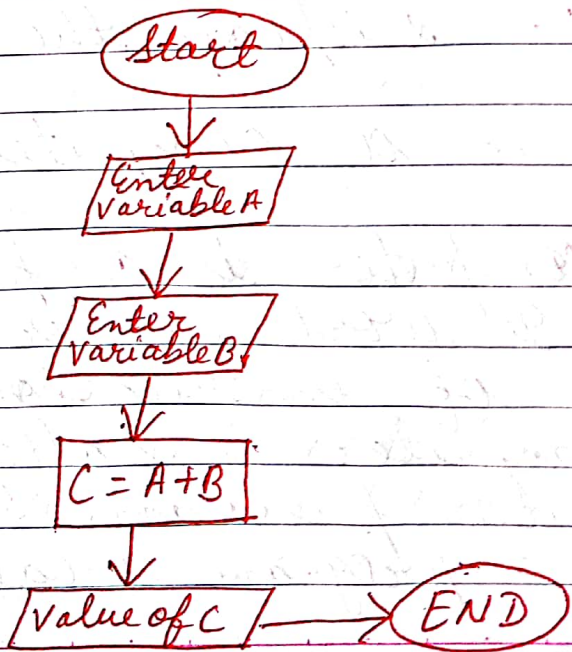
c) Who is a computer programmer?

Ans The person who writes a computer program is called a computer programmer. The first computer program was written by a woman named Ada Byron. It is the job of the programmer to write the instructions in a correct sequence in the program.

d) Define flowchart with an example.


Ans Flowchart is the graphical representation of an algorithm. After writing an algorithm the next step is to produce a flowchart. There are four basic symbols in a flowchart, which represent the kind of task that the computer has to perform.

for ex:-




e) List the four basic symbols used in a flowchart with a brief description.

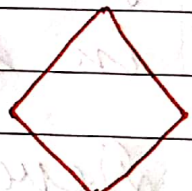
Ans. The four basic symbols used in a flowchart:

i) The start or End box: 

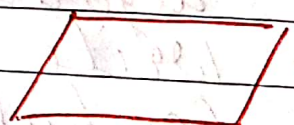
It indicates the starting and ending of the program.

ii) The Processing Box: 

This box is used to take an action of a program such as calculation etc.

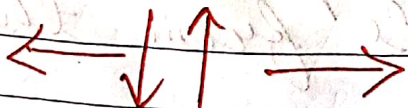
iii) The Decision-making box: 

This box is used to make a decision like yes/no or True/False.

iv) The input-Output box: 

This box is used for any input output operations.

All the boxes are connected through flow lines to show the directions.



f) Define the following:

a) Algorithm: Algorithm is a step-by-step sequence of performing a task.

b) Program: A set of instructions in any computer language is called a program.

c) Flowchart: Flowchart is the graphical representation of an algorithm.

g) What is the sequence of operations done in solving a problem?

Ans The sequence of operations done in solving a problem are:

1. Develop an algorithm first.
2. Deduce a flowchart from the algorithm.
3. Write the ~~algorithm~~ program in a computer language on the basis of the algorithm and flowchart.
4. Enter the program into the computer.
5. Test the program.
6. Run the program, input data, and get the results from the computer.