

6. Write down the names of two applications which can be used in conducting collaborative activities over the Internet. (04 Marks)

7. Write down a suitable blog web site name to be used for your work place. (04 Marks)

8. Write down an example in a word document in which bullets are applied (used). (04 Marks)

9. Write down a formula that can be typed in F21 cell to get the average value in cells of F1 to F20 in an Excel spreadsheet. (04 Marks)

10. Write down **three** mathematical functions available in the Excel software. (04 Marks)

(Total Marks 40)

NIE EXAMS

Part II

- (02). Consider the following letter created using Word Processing software and answer the questions given below.

School Exhibition

ABC School

ABC School has organized the school exhibition from 2021/10/10 to 2021/10/20 at the school premises. You are kindly invited to participate in the exhibition. The following are among the main attractions.

Exhibition rooms

Planetarium

Carnival

Cafeteria

Principal

ABC School

- (i). Write down the steps to format the two header lines suitably. (08 Marks)
- (ii). Write down the steps to format the middle paragraph suitably and highlight the terms "School Exhibition". (10 Marks)
- (iii). Write down the steps to apply bullets to the list. (12 Marks)

(Total Marks 30)

- (03). It is required to conduct a data collection process from a specific sample population. The personal information should be collected through a Google sheet.

- (i). Write down the basic steps to create a Google sheet. (08 Marks)
- (ii). Write down the steps to get data from the sample population. (10 Marks)
- (iii). Explain the difficulties in this method and name more suitable application for this purpose. (12 Marks)

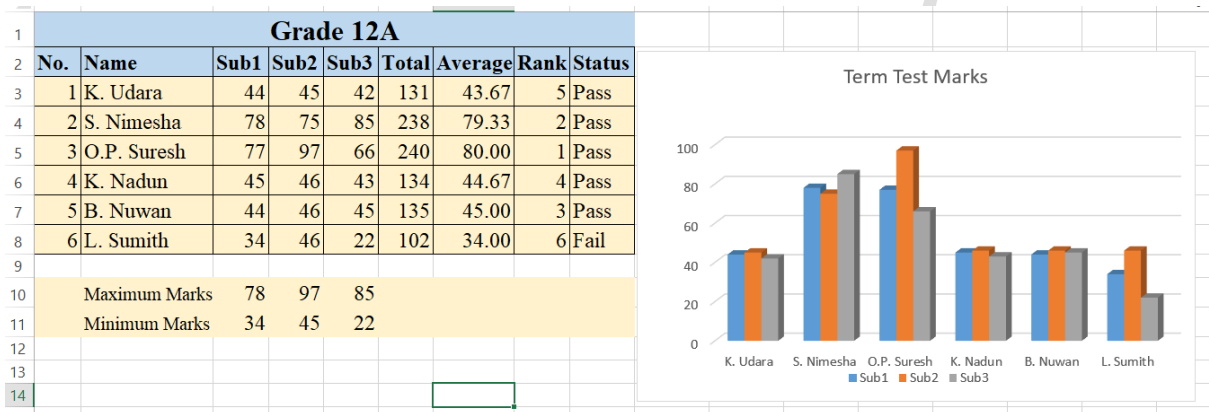
(Total Marks 30)

(04). The following worksheet is to be created using the Excel Software.

(i). Write down a formula and the steps to get Total Marks. (08 Marks)

(ii). Write down the formulas and the steps to take average and rank values. (10 Marks)

(iii). Write down the steps to create and display the Status values and the graph. (12 Marks)



(Total Marks 30)
