

Marks Distribution For Second Term (Term-2) Assessment**Syllabus for Second Term (Term-2)**

Name of Chapter	Syllabus	Marks Allotted
Chapter -3	Digital Documentation-Word Processing (Advanced) Insert Symbols, Bullets and Numbering. Find and Replace, Inserting table, inserting, deleting rows and column, merging cells, splitting cells using auto format.	19
	(30%)Deleted/Reduced topics:- (Read only, not included in exam) <ol style="list-style-type: none"> 1. Border and Shading 2. Format Painter 3. Mail merge. 	
Chapter-4	Digital Data Tabulation-Spreadsheet: MS-Excel: Intro and concept of spreadsheet and workbook. Creating, Saving, and Opening of spreadsheet. Entering Numbers, Text, Date and Time, Series using auto fill, Editing & formatting of worksheet including changing color, size, font, alignment of text, inserting and deleting cells, rows and columns, entering formula in cell using operator (+, -, *, /) etc. Using statistical functions: SUM (), AVG (), MAX (), IF () with compound statements.	31
	(30%)Deleted/Reduced topics:- (Read only, not included in exam) <ol style="list-style-type: none"> 1. Print & Print Preview 2. Closing of Spreadsheet 3. Relative referencing 4. Absolute referencing 5. Mixed referencing 6. Inserting table in worksheet 7. Embedding charts of various types (Line, pie, bar, column, area) in worksheet. 8. Macros in worksheet. 	
	Total Marks	50

Paper Style and distribution of marks as per guidelines 40% objective 60% subjective

Sr. No.	Type of Questions	No. of Questions	Question Number	Marks per Question	Total Marks
1	True/False	10	Q1	1	10
2	MCQ	10	Q2	1	10
3	Very Short Questions	2	Q3(a)(b)	2	04
4	Short Question	4	Q3(a), Q4 (a)(b)(c)	3	12
5	Long Question	1	Q5(a)	4	04
6	Very Long Question	2	Q5(b)(c)	5	10
	Total	29	5	-	50