

I. Match the following words with their correct terms.

1) Username	a) Blind carbon copy
2) Email	b) Worldwide system of servers
3) DNS	c) Carbon copy
4) Hostname	d) username@hostname
5) Bcc	e) Name given by the user
6) Cc	f) Email server name

1)	2)	3)	4)	5)	6)

II. State whether the following sentences are True or False.

7) You cannot add borders to cells in MS Excel 2007.
8) ##### is a valid formula.
9) It is not important to type '=' before a formula or a function.
10) AutoSum feature calculates the lowest value in the list.
11) Adding of two strings is called concatenation.

III. Write the formula to get the following results:

12) Add the values from cell A2 to D2 and display result in E2.

13) Find the maximum value from the numbers given in row A from A2 to A5.

14) Find the average of value from C2 to E2.

15) Find the minimum value from the numbers given in row B from B1 to B6.

16) Find the count of values from cells A5 through E12.

IV. Choose the correct answers.

17) What we can send through an email attachment?

- a) Electronic signatures can be attached
- b) Files, graphics or sound files can be sent as attachments
- c) Guarantee that the recipient will read the message instantly

18) What button would you click to send a copy of an email you have received to a friend?

- a) Forward
- b) Reply
- c) Reply all

19) What is an email attachment?

- a) A forwarded email
- b) A file sent with an email
- c) A reply to an email

V. Write down the explanation of the terms.

20) Body: _____

21) Inbox: _____

22) Forward: _____

VI. Give one difference between:

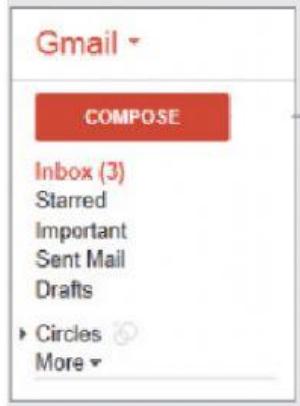
23)	Formula	Function
24)	Average()	Count()

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VI. Answer the following questions:

25) Composing a mail means creating an email and then sending it to the recipients.

Write down the steps to compose an email and the major options it consists of.



26) It is advisable to sign out of your email account properly. Give the reason.

27) In this example, we want to use the formula =MAX(B3:D7).

What would that formula find?

- a) The total number of items sold between January and March.
- b) The smallest amount of an item ordered in March.
- c) The average number of cakes sold in March.
- d) The largest amount of an item ordered between January and March.

1	Item	Items Ordered Per Month		
		January	February	March
3	Vanilla Cake	18	33	10
4	Chocolate Cake	52	29	64
5	Carrot Cake	11	52	6
6	French Silk Pie	72	27	15
7	Apple Pie	4	11	76

28) In this example, what information would this formula find:

- a) Shortest distance
- b) Longest distance
- c) Total distance
- d) Average distance

1	Date	Distance Run	Time (Min)
2	1/5/2020	3.2	35
3	1/10/2020	8	90
4	1/15/2020	4.7	45
5	1/16/2020	2	17
6	1/21/2020	5.1	65