

I. Complete the given paragraph by choosing the words from bank. /5

Algorithms Edit smaller sub-tasks Instruction

Many tasks can be broken into smaller sections called _____.

Each sub-task is easier to follow and edit. We can _____ each sub-task without affecting the other sub-task. Dividing the task into _____ sections makes the algorithm easier to understand and follow. It is also easier to edit _____. Programs, just like _____, can be divided into smaller sections to make them easier to follow and to edit.

II. Match the following. /6

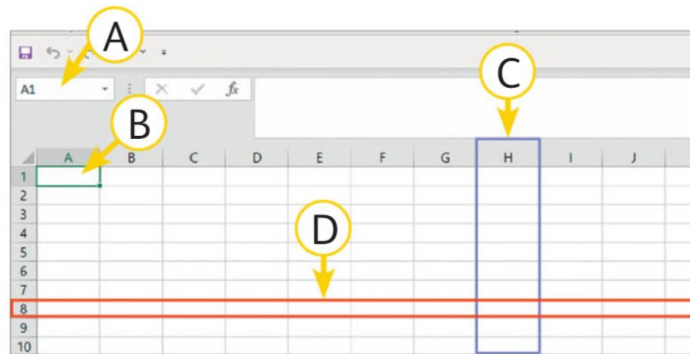
1) Debugging	a) a task that is part of a more complex task
2) Subtask	b) A mistake
3) Error	c) It is made up of numbers
4) Spreadsheet	d) It is made up of letter
5) Column	e) It is made up of row and column
6) Row	f) it is finding and fixing the errors in the program

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

III. Solve the following:

1) Match the words with the parts of the spreadsheet. /4

- row
- active cell
- column
- name box



A: _____ B: _____
C: _____ D: _____

2) What part of the spreadsheet shows the cell address? /1

- a) Column
- b) Row
- c) Name Box

What is the cell address of the black cell? _____ /1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					



III. Answer the following questions:

/3

1) Data can be formatted into different ways. Mention any two ways of formatting data:

a) _____

b) _____

2) Define the following.

1) Format: _____

2) Range: _____

3) Why do we test the program?
