# RAMAGYA SCHOOL, NOIDA
X/CYBER/2017-18
OLYMPIAD PRACTICE WORKSHEET

## MENTAL ABIL I T Y

1. Look at this series: 2, 1, (1/2), (1/4), ... What number should come next?

A. (1/3)

B. (1/8)

C. (2/8)

D. (1/16)

2. Look at this series: 80, 10, 70, 15, 60, ... What number should come next?

A. 20

B. 25

C. 30

D. 50

3. Which word does NOT belong with the others?

A. Parsley

B. Basil

C. Dill

D. Mayonnaise

4. Which word does NOT belong with the others?

A. Rye

B. Sourdough

C. Pumpernickel

D. Loaf

5. Odometer is to mileage as compass is to

A. Speed

B. Hiking

C. Needle

D. Direction

6. Here are some words translated from an artificial language.
   *gorblflur* means fan belt
   *pixngorbl* means ceiling fan
   *arthtusl* means tile roof
   Which word could mean "ceiling tile"?

A. Gorbltusl

B. Flurgorbl

C. Arthflur

D. Pixnarth

7. Here are some words translated from an artificial language.
   *agnoscrenia* means poisonous spider
   *delanocrenia* means poisonous snake
   *agnosdeery* means brown spider
   Which word could mean "black widow spider"?

A. Deeryclostagnos

B. Agnosdelano

C. Agnosvitriblunin

D. Trymuttiagnos

question has an underlined word followed by four answer choices. You will choose the word that is a necessary part of the underlined word.

8. Harvest

A. Autumn

B. Stockpile

C. Tractor

D. Crop

9. Book

A. Fiction

B. Pages

C. Pictures

D. Learning

## COMPUTER INFORMATION TECHNOLOGY

10. Which key combination is used to select an entire row in a worksheet?

11. What happens if you do not use the equal (=) sign with a formula?

12. Write steps to insert three columns in a worksheet
13. What is the difference between paste and paste special.

14. Mail merging facility in Open Office Writer can be used to produce (I) a letter to be sent to various parents, or guardians of undergraduates of a University. (II) a set of faxes or email messages. (III) a set of numbered coupons in which each contains a unique number. Which of the above is / are correct?

Which of the following data source(s) is/are can be used to create a Mail merge in Open Office Writer?
(a) Microsoft Excel
(b) Open Office.org Base
(c) Microsoft Access
(d) Notepad text document
(e) Open Office.org Calc

15. Which of the following features in Open Office.org Writer is/are used to create the above document?
(a) Page borders
(b) Envelope
(c) Picture from File
(d) Indexes and Tables
(e) Drop caps

16. Once the document is designed, the mail merge facility in Open Office.org Writer can be used to create the invitations for each individual. From the list of steps given below, identify the correct order of steps to form the mail merge. Note: the designed document is already opened and the data table of the invitees should be also created.
A. Select 'start from existing document'.
B. Save merged document.
C. Select insert address block.
D. Create a new data table.
E. Select use the current document.
F. Go to edit document.
G. Insert Fields.

17. Consider the following incomplete sentences.
(I)      Any task to be performed repeatedly can be automated using a/an.................................
(II)     A ......................... in OpenOffice.org Writer can be followed by clicking on it while holding the Ctrl Key on the Keyboard.
(III)    The .................. tool in Open Office.org Writer increases or decreases the view of the page. Which of the following combination of words provide the correct matching to complete the above sentences?
(a) I - Thesaurus, II - Mail Merge, III - Page Preview.
(b) I - Macro, II - Macro, III - Zoom.
(c) I - Change case, II - Figure, III - Page Preview.
(d) I - Macro, II - Hyperlink, III - Zoom.
(e) I - Indentation, II - Figure, III - Zoom.

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18. Write steps to filter data of sheet.

19. What do you mean by group and ungroup in sheet.

20. Write steps to use "Get External Data" option.