V & C Patel English School
Yearly Exam

Date: 5-3-2018   Std: VI ....

Subject : Computer   Max.Marks-40

Name: .... Roll No. ....

Que. 1   Fill in the blanks.   (10)

1. The page break shows the .... of a page.

2. .... are pictures/files that can be inserted in slides.

3. Press .... key to modify a cell content.

4. .... is a large capital letter at the beginning of the 1st paragraph.

5. The visual effect given to the text or objects of a slide is called ....

6. There are various commands in the .... group to change the position of the data.

7. .... button is to insert the path to the document.

8. You can add border to a ....

9. .... is the unique identification of each cell.

10. Adding border, changing font style etc. to make a worksheet attractive is called ....

Que. 2   State True or False.   (6)

1. There are four orientation options available in Page Setup Group. ☐

2. Text cannot be animated on the slides. ☐

3. Animations are special visual effects added to the object. ☐

4. The active cell is bordered by a dark outline. ☐

5. There are no options to format numbers in MS Excel. ☐

6. You can add background colour to a worksheet. ☐

Que. 3 Answer the following.

1. What are the two types of page orientation?   (1)

....

....

....

2. What is wrap text used for ?   (1)

....

....

....

3. What is Microsoft Excel ?   (1)

....

....

....

4. What is Mail Merge?   (2)

....

....

....

....

....

....

5. What is Slide Transition ?   (2)

....

....

....

....

....

6. How many rows and columns are there in a worksheet ?   (1)

....

....

7. Define Header and Footer.   (3)

....

....

....

....

....

....

8. Write name of some buttons that are displayed by Number group of the Home tab.   (3)

....

....

....

....

....

....

Que. 4   Write one word for the following.   (5)

1. Special effects that are added in a presentation.

....

2. Creating list of items that you use very often.

....

3. Which button is used to insert the name of the worksheet?

....

4. Which tab is used to insert a theme ?

....

5. Which option helps to find a particular word or text in a document.

....

Que. 5   Multiple choice questions. $\boxed{\checkmark}$ on correct answer.   (5)

1. To show/hide ruler select ruler from ……….. tab.

   ☐ Home   ☐ Insert   ☐ View   ☐ Page Layout

2. To add Background style to a slide ………….. tab is used.

   ☐ Style   ☐ Design   ☐ Template   ☐ Entrance

3. Which tab is used to Header and Footer in a worksheet?

   ☐ Insert   ☐ Home   ☐ Review   ☐ None of these

4. There are …………….. ways to edit data in a cell.

   ☐ One   ☐ Two   ☐ Three   ☐ Many

5. The text that appears at the bottom of every page of a printed worksheet is called ………..

   ☐ Page No.   ☐ Footer   ☐ Header   ☐ All of these

☺ Best of Luck ☺