GREENLAWNS SCHOOL WORLI Terminal Examination-2016 COMPUTER

		Marks: (80) Time: 1 ½ hr	
Q1. (a) Fill in the blanks with an appropria	te word (write only answer.)	(6)	
 By default, the text in a new docum The default setting of a paper is bars are used to move are tool is used to cop selection. is available for download if representation provides a Presentation software is used to progen enables to create two or 	which displays the page ound the page. by the formatting effects of a piece of the page. in 14 languages. grams are two main types of systems are two main types of systems are two main types.	e in vertical order. ce of text to another stem softwares. oncepts.	
Q1. (b) Name the following. (Write only an	swers)	(6)	
 Two examples of compression prod Two application software's Two backup devices. Two types of styles Two icons on the desktop Two examples of electronic spreads 			
Q2. Define the following			
 Style Symbols Indenting Utility program Margin Microsoft word 		(2) (11/2) (11/2) (2) (11/2) (11/2)	
Q3. Answer the following question-			
 What are gadgets? How helpful is the spreadsheet prog How does a system software work? Describe the taskbar? Describe the file? What is the function of the column to the column to the program of the program of the column to the column to the program of the progr	oreak?	(2) (2) (2) (3) (3) (2) (2) (2) (2)	
Q4. Differentiate between the following1. Character style and paragraph style2. Subscript and Superscript	•	(6)	

- 3. Header and Footer
- 4. System Software and Application software.

Q5. Match the software in column A with the examples in column B and rewrite (6) the answers.

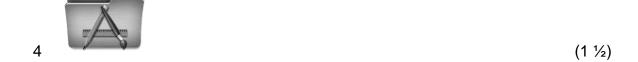
A	В
Spreadsheet	a. 7Zip
Word processor	b. MS. PowerPoint
3. Graphic Software	c. MS Excel
4. Presentation Software	d. Corel draw
5. Compression	e. MS Paint
6. Desktop Publishing	f. Ms Word
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Q6. Identify, Name and describe the icons given below.











Q7. Write five salient features of window 7	(5)
Q8. Fill in the blanks to complete the following steps (write only answers)	(5)
1. To move a file	
a. Click any that you want to move.	
b. Click the button and select option from the	
menu.	
c. Select the where file is to be moved.	
d. Now, click the option from the drop down list.	
e. You will observe that the has been moved from the	
location and shifted to the folder.	
2. To add gadget on desktop	(5)
a on the blank area of the and select option. b. The gadget will	
c the gadget that you want to on the desktop	
d. The gets placed on the side of the	
