

GREENLAWNS SCHOOL WORLI
Terminal Examination 2016
COMPUTER

Std: VIII
Date: 23/8/16

Marks:(80)
Time:1 ½ hr

Q1.a) Fill in the blanks with appropriate word (Write only answers) (6)

- 1) Microsoft office word is popularly known as _____ and forms a part of _____
- 2) _____ can be incorporated in the documents from various sources.
- 3) An _____ _____ refers to the worksheet you are currently working on.
- 4) _____ means to arrange data values in a specific order.
- 5) The presence of _____ data may cause error in the analysis of the sheet.
- 6) Ms _____ provides a range of predefined functions which can be used to perform various types of _____
- 7) MAX function returns the _____ value from among the _____ cells in the active cell.
- 8) _____ fill is another smart feature available in Excel 2013.

b) Name the following (write only answers)

- 1) Three categories of custom animations (1 ½)
- 2) Three categories of colour options (1 ½)
- 3) Two most popular packages of word (1)

c) Write the syntax for the following (4)

- 1) Average
- 2) MIN
- 3) SUM
- 4) MAX

d) Name the shortcut keys to perform the following functions. (6)

- 1) To go to end of document
- 2) To select the beginning of the line
- 3) To go to the first character of the current screen
- 4) To select one line down
- 5) To select one character right
- 6) To select the end of the document

Q2.a) Define the following.

- 1) Screen shot (3)
- 2) Clipart (1)
- 3) Gradient fill (1)
- 4) Slide transition (2)
- 5) Multimedia (3)

Q 3. Answer the following questions.

- 1) Describe the feature of formatting numeric data (1 ½)
- 2) What are mathematical functions? (2)
- 3) What do you mean by a slide in a PowerPoint presentation? (3)
- 4) What is the advantage of removing background from an image? (1 ½)
- 5) Explain the ribbon feature in MS Word? (2)
- 6) How is the text box feature in MS Word helpful? (1 ½)
- 7) Why is it essential to compress a picture? (2)
- 8) What is the use of animation effect? (1 ½)
- 9) How is the slide show view helpful in a presentation? (3)
- 10) What is the function of the presenter view? (2)

Q4.a) Explain the function of the following tabs

- 1) Home tab (1)
- 2) Design tab (1)
- 3) Animation tab (1 ½)
- 4) Slide show tab (1 ½)

b) State the features available under the insert tab. (3 ½)

c) State the options under the Adjust group. (21/2)

d) State the popular word processing packages other than MS Word in a Window Environment. (3)

e) Write a short note on themes (4)

f) State the options of editing a presentation. (2)

Q5. Fill in the blanks and complete the steps for the following (write only answers)

- 1) To modify data in a worksheet (5)
 - a) Set the cell _____ to the _____ cell
 - b) Press _____ key, the _____ appears in the cell.
 - c) Move the cursor to the _____ / number that is to be _____
 - d) _____ the wrong data by using the Del/ _____ key.
 - e) Type the _____ character / number.
 - f) Finally press _____ key.

2) To insert a picture in a slide (5)

- a) Select the _____ where you want to add a _____
- b) Click _____ button that is available on the _____ bar.
- c) Click _____ and insert picture _____ will appear on the screen.
- d) Select the _____ from where the picture is to be inserted. It displays all the _____ in the folder.
- e) _____ the picture and click _____ button.
