

GREENLAWNS SCHOOL WORLI
Terminal examination.
COMPUTER

Std: VI
Date: 23/9/16

Marks:(80)
Time:1 ½ hr

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

1. The default setting for margins in word 2013 is _____ inch each.
2. A _____ indicates the end of a page.
3. _____ is measured in terms of number of lines or in units called points.
4. The _____ of rows and columns form rectangular boxes called _____
5. Word 2013 allows users to _____ and _____ table of their own choice.
6. The horizontal series of cells in a table is called _____
7. _____ and _____ are usually used to include additional information.

b) Name the following (write only answers) (6)

1. Two presentation views-
2. Two categories of smart art graphics
3. Two options in border group
4. Two ways of creating tables
5. Two types of page orientation
6. Two types of paragraph alignment

Q.2. Define the following-

1. Line spacing (2)
2. Table (1 ½)
3. Smart art (3)
4. Animation (2)
5. Watermark (1 ½)

Q.3. Answer the following questions.

1. Give two advantages of the rehearse timings? (2)
2. How is animation useful with the point of view of the audience? (3)
3. What is the Auto fit option? (1 ½)
4. What do you mean by the word templates? (2)
5. What is a quick table? (1 ½)
6. Explain the word Margins? (3)
7. How are the top and bottom margins indicated? (1 ½)
8. Explain the left horizontal alignment? (2)
9. How does the print custom range work? (1 ½)
10. What are the different ways of modifying a table? (2)

Q.4. Differentiate between the following with respect to their definitions. (6)

1. Header and footer
2. Vertical and Horizontal alignment
3. Foot note and End note
4. Centred and justified paragraph alignment
5. Portrait and Landscape orientation.
6. Print all pages and print selection

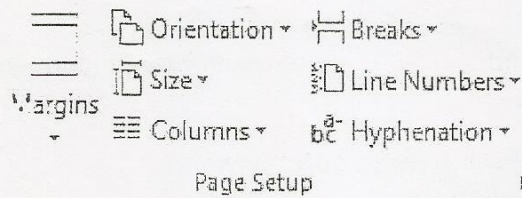
Q.5. Write down the keys for the given options (4)

1. Move backward
2. Move to the next cell
3. Move through the cells
4. 1.5 line spacing
5. Single line spacing
6. Double line spacing
7. Insert endnote
8. Insert footnote

Q.6. a) Name the four options of the delete group. (2)

b) Name the four options of the Table group (2)

Q.7. Observe the following figure and answers the questions given below.



1. Name the tab you will click to get this command group. (1/2)

2. What is the default setting for top and bottom margins? (1/2)

3. What is the default page orientation? (1/2)

4. What is the default page size? (1/2)

5. What is the purpose of column option? (2)

Q.8. Describe the various options in the audio option group:-- (8)

a) Volume, start, hide during show, loop until stopped, Rewind after playing

b) Name and describe the two video sources. (3)

Q.9. Fill in the blanks to complete the following steps.

1. To edit or delete a header or footer (3 1/2)

a) _____ on the _____ or footer _____ or _____ the _____ as required

b) Click _____ header or footer in the ribbon or press _____

2. To insert a table in a word document (5 1/2)

1. Click at the _____ where you want to insert a table.

2. Click the _____ tab

3. In the _____ group, _____ the table option.

4. A table _____ appears. Move the mouse pointer to _____ the desired _____ of rows and columns.

5. Click the _____ button. An _____ table with _____ number of rows and columns is _____ in the document.