

Greenlawns School Worli
Computers
Final Examination

Std: VI
Date: 11.2.16

Marks: 80
Time: 1 ½ hrs

- Q.1 Fill in the blanks (Write only Answers) (5)
1. _____ book is the tabular data arranged in the form of rows and columns
 2. Email stands for _____ mail.
 3. _____ calculates the mean of the cell values.
 4. _____ option shows how the object leaves the slide.
 5. _____ give animated effects to different objects with in a slide.
 6. _____ option adds visuals effects like shadow and reflection to the table.
 - 7) _____ is a blank presentation with already designed colours and graphics for the slide.
 - 8) _____ can be reused from an existing presentation.
 - 9) _____ indicates network access provider.
- b. Match the following and rewrite the answers in complete sentences (5)

A	B
1) Hostname	a) can be created in Ms Excel
2) Text fill	b) Adds visual effects like shadow glow etc.
3) Username	c) Email server name
4) Main document	d) Name given by the user
5) Text Effect	e) Text is written with selected solid colour, texture etc.

- c. Give one world for the following (Write only Answers) (5)
1. Option that change the orientation of the table text –
 2. Option that selects a type of shading or fill colour for the selected table –
 3. Unwanted emails received –
 4. A brief summary of the content of the message –
 5. Operator used to add strings –
- Q.2a Write the full form of the given words (5)
1. URL –
 2. HCF -
 3. DNS –
 4. BCC –
 5. WWW –
- b. Write the formula to get the following result (5)
1. Find the minimum value for the numbers given in D12, F12, and G12
 2. Find the average of values in D3 & F3
 3. Find the count of values from cells B7 through E12
 4. Add the values from cell C2 to E2
 5. Find the values maximum value from the numbers given in row F from F 2 to F 7
- c. The Error message caused in Ms Excel is given below. Write the possible reason for it (5)
1. # N/A
 2. # NULL!
 2. # VALUE
 3. # REF.
 5. # DIV/0!

Q.3 Define the follow -

(10)

1. Basic function -
2. Mail merge -
3. Hyperlink -
4. Function -
5. Internet -
6. Body -
7. Forwarding an email -
8. Emotions -
9. Concatenation -
10. Slide transition -

Q.4. Answer the following questions -


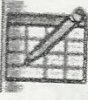

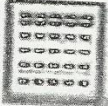

1. What are hand outs? (1)
2. How is the Installed theme useful in making a presentation? (3)
3. Explain the working of a mail server (3)
4. Explain the format of an URL. (3)
5. What does the status bar of the Ms Excel display? (3)
6. What are the requirements of mail Merge? ~~(3)~~ (2)
7. What is a temple? (2)
8. What is a green email signature? (2)
9. State the advantages of using Email (2)

Q.5a What do the following abbreviation indicate?

1. .gov
2. .jp
3. .edu
4. .ca
5. .org
6. .in
7. .de
8. .mil
9. .com
10. .ch

b. Identify and describe the icons given below

(5)

1. 
2. 
3. 
4. 
5. 

Q.6a Write down the steps taken to reply to an email (5)

b. Fill in the blanks with appropriate steps to create your own photo album (Write only answers) (5)

1. Click on _____ tab → _____ group → _____ drop-down list → _____ option.
2. The _____ dialog box appears
3. Click on _____ button in the _____ section. The _____ dialog box appears. Select a picture from the desired _____ and click on _____ button.
