

GREENLAWNS SCHOOL, WORLI
Terminal Examination - 2017
COMPUTER SCIENCE

Std : VI
Date: 20/9/17

Marks: (80)
Time: 1 ½ hr

Q1a. Fill in the blanks with an appropriate word (write only the answers) (6)

1. _____ screen is used in tablet PC,s.
2. Excel is primarily used for data _____.
3. A _____ cell boundary shows that the cell is active.
4. _____ allows to expand the smart art graphics.
5. A watermark is a _____ or _____ placed behind the contents of a document.
6. _____ is a note at the bottom of a page that _____ to the text on that page.
7. The _____ series of cells in a _____ is called a row.
8. Print all pages option prints the _____ document.

b. Write true or false, if false rewrite the correct statement. (6)

1. The output on the VDU is the hard copy.
2. Making changes to the setting of a page is called page formatting.
3. If you want columns of equal width, select the preset box.
4. Line spacing is measured in terms of number of lines or in units called points.
5. The page break indicates the beginning of a page.
6. Headers and footers are visible in the normal view.
7. Only one animation can be added to one slide.

Q2a. State the function of the keys given below.(write only the answers) (6)

1. Ctrl + Alt + D
2. Shift + tab
3. Ctrl + 5
4. Ctrl + E
5. Ctrl + spacebar
6. Ctrl + A

b. Name the TAB and the GROUP for the following actions (copy the table) (6)

Action	TAB	GROUP
1. To insert footnote		
2. To add watermark		
3. To use the GO TO command		
4. To insert header and footer		
5. To change alignment to text		
6. To insert table		

Q3a. Define the following

1. Screenshot (2)
2. Range of cells (2)
3. Cell pointer (2)
4. Mouse (2)
5. Margins (2)

- b. Answer the following questions:
1. What is the difference between transition and animation? (4)
 2. What do you mean by a headset? (1)
 3. Describe the optical character reader. (2)
 4. Name the four effects in the animation group. (2)
 5. How is the Braille printer helpful to the visually impaired people? (2)
- Q4a. Distinguish between the following (5)
1. Impact and Non-impact printers
 2. Landscape and portrait orientation
 3. Horizontal and vertical alignment
 4. Footer and Header
 5. Workbook and worksheet
- b. Name the following (write only the answers) (5)
1. Two professions where plotters are used
 2. Two places where smart cards are used.
 3. Two types of scanners
 4. Two special keys
 5. Two types of styles
- c. State the different options under the following commands:
1. Printing a document (4)
 2. Any four playback video options (4)
 3. Three types of data in Excel worksheets (3)
 4. Four views in a presentation other than the notes page view. (4)
- Q5. Fill in the blanks with appropriate words completing the steps in the sequential order to
- a. Insert smart art graphic (5)
1. Click the _____ tab
 2. Click on the _____ in the _____ group. The choose a Smart Art _____ dialog box appears.
 3. Select a _____, say Hierarchy, and then select a graphic _____ and click OK.
 4. The _____ Smart art graphic will appear on the _____ slide. The _____ pane appears on the left of the Smart art graphic.
 5. You can click [Text] _____ in each box and type the text likewise.
- b. Select cell using the go to command. (5)
1. Click the _____ at one corner of the _____
 2. Click the _____ tab.
 3. Under the _____ group, click the _____ and select button.
 4. Click _____ or press F5 or press _____. Then Go To _____ box appears.
 5. Type the cell address of the opposite corner of the range in the _____ text box (simply E8) or enter the _____ (A1:E8)
 6. Click OK or press enter.

Portion: Input and Output Devices, More on word, Creating tables, Advanced features of word, Presentation in Ppt, Working with excel.