Std : VI   Marks : 80
Date: 16.02.17   Time: 1½ hrs.

_____

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

1.   The first calculating program was _____ released in 1979

2.   _____ has a number of tabs, each divided into _____

3.   An _____ workbook is a workbook that has been previously saved.

4.   The _____ command allows to _____ the last action.

5.   The cut, paste commands are available on the _____ tab.

6.   The default row height using the default font _____ and default font size is _____ points.

7.   _____ changes the appearance of data but does not affect the actual cell _____.

8.   _____ stands for electronic mail.

b.   Given below are the extensions of certain websites. Write the organisations they are used for.   (6)

1.   mil
2.   net
3.   edu
4.   gov
5.   com
6.   org

c.   Match the countries in column A to the country code in column B. Rewrite the statements.(4)

A	B
1. in	a. Japan
2. ch	b. Canada
3. au	c. India
4. jp	d. United kingdom
5. us	e. Australia
6. ca	f. Germany
7. uk	g. Switzerland
8. de	h. United states

Q2a. State the short cut keys for the following (write only answers) (6)
1. To select the entire column

2. To select entire worksheet

3. To select an entire row

4. To undo an action

5. To copy the cell content

6. To underline the text or word

b. Write the full form of the given abbreviations.(write only the answers) (6)
1. URL
2. www
3. HTML
4. IP
5. DNS
6. IPS

c. Name the following (write only answers) (4)
1. Two popular social networking sites

2. Term for conventional mail

3. Collection of worksheets

4. Two scroll bars that display the data at once

5. Two Microsoft office packages

Q3. Define the following
1. Cell pointer (2)

2. Surfing (2)

3. REDO (2)

4. Range (2)

5. Formula bar (2)

6. Uniform resource locator. (2)

Q4. Answer the following questions
1. What is a search engine? (3)

2. What does alignment refer to? (2)

3. State the three types of data that can be entered in a cell. (1½)

4. What should be done to change the column width of a single column? (3)

5. What do you mean by Home page? (1½)

6. Write the advantages of email with respect to its content. (2)

7. Describe the working of a web browser. (3)

Q5a. Explain the features given below with respect to an email: (5)
1. Inbox

2. Draft

3. Trash

4. Contacts

5. Sent mail

b. Fill in the blanks and complete the steps to move the data using the Home tab. (5)
1. Select the _____ of cells to be moved.
2. Click the _____ tab. Click _____ in the _____ group. You will see a _____ line around the selected cells.
3. Click on the _____ cell of the range where you want to _____ the data.
4. Click the _____ button. The _____ data is moved to the new _____.

Q6a. Write the uses of the following commands used while working with Email. (5)
1. Compose
2. Reply
3. Forward
4. Delete
5. Print

b. Write the names of five websites that help finding people. (5)

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