

Please note : • All answer to be written in the answer booklet.

• Attempt all questions and be neat.

Q1). A .Choose the correct option from the following: [15m]

1. Which operation is used to move a file from one folder to another?
A. Copy B. Delete C. Cut and Paste D. Rename
2. Which tab is used to apply special effect to text or objects on a slide?
A. Transition B. Animation C. Design D. Layout
3. Spyware is a type of:
A. Antivirus B. Malware C. Email service D. E-commerce platform
4. Any picture , document or presentation created in a computer is called a _____.
A. word file B. presentation C. file D. folder
5. HTML pages can be created in:
A. Notepad B. WordPad C. Text editor D. All of these
6. The extension used to stored the recorded audio files in PowerPoint ?
A .jpg B .png C .wav D .pptx
7. Malware spreads through:
A. Downloaded files B. Email attachments
C. Infected websites D. All of these
8. Which tag is used to create a paragraph in HTML?
A. <p> B. <h1> C. <a> D. <div>
9. Which of the following helps in organizing data?
A. Folder B. File management C. Mouse D. Printer
10. What does a file extension show?
A. File size B. File type C. File location D. File date
11. Which animation shows how an object will enter on the slide?
A. Exit B. Emphasis C. Entrance D. Motion Path
12. Google drive is used for:
A. Storing files online B. Sending emails
C. Transferring malware D. Watching videos offline

13. Which tag is used to draw a horizontal line?

- a) <line> b) <hr> c)
 d) <p>

14. Which symbol is used to separate the file name and extension?

- A. # B. @ C. . (Dot) D. /

15. Action buttons are useful in:

- A. Interactive presentations B. Only text slides
C. Printed documents D. Emails

B.State whether the following statement are True or False. [5m]

1. Two files in the same folder can have the same name and same extension.
2. PowerPoint slides can contain text, images, audio, and video..
3. E-commerce can help to shop online only for a limited time.
4. You cannot rename a file once it is created.
5. HTML pages can be opened in web browsers.

Q2).A. Give one extension for each of the following: (6m)

File (A)	File extension(B)
1. Ms Powerpoint	
2. Video	
3. Ms Word	
4. Image	
5. Ms Excel	
6. Audio	

B. Case study: [4m]

Rohan is preparing a PowerPoint presentation on **"Save Water"**. He wants to:

- Create new slides
- Type text on slides
- Insert pictures and shapes
- Edit the content easily

Questions:

- a) Which PowerPoint view should Rohan use to create and edit slides? (1)
- b) Adding pictures , shapes , SmartArts , Charts , Sounds and movies collectively are

called as ?. (1)

c) Name the different parts of the PowerPoint view mentioned in (a)? (2)

Q3).A.Name the following:

(6m)

- 1.Hard disk divided into different partitions.
2. A special effect that plays when you move from one slide to the next in a presentation.
- 3.Another term used for conventional mail.
4. A computer program that records every keystroke made by the computer user.
5. A computer on the internet that is used for storing and running a website .
6. A personal website that is like a diary where the owner can write regularly .

B. Give the full form of the following.

[4m]

1. BHIM
2. WWW
3. HTML
4. UPI

Q4).A.Application based question:

[5m]

1. Amit accidentally saved his homework file in the Downloads folder. He wants to place it in the Homework folder and remove it from Downloads. Which option should Amit use?
2. Sita wants some text to appear on the next line without starting a new paragraph. Which HTML tag should she use?
3. A teacher wants to add , delete and move the slides and see all slides at once. Which PowerPoint view will help her?
4. A teacher has many student files saved with different names. She wants to arrange them in alphabetical order. Which file management feature will help her do this easily??
5. Amit buys a book online and pays using UPI. Which part of e-commerce is being used here?

B. Write the basic structure of HTML with title "my first web page". [5m]

Q5).A. Answer the following .

[16m]

1. Name any 2 e-commerce models that exists at present? (2m)
2. Name the 2 main types of HTML editors? (2m)
3. Write the need of sorting the files? Write the different ways in which you can sort the files ? (3m)
4. Write the 3 ways by which you can easily search files or folders? (3m)

5. Write any 3 advantages of online shopping? (3m)

6. Write and explain any 3 attributes of the body tag? (3m)

B. Differentiate between: (1 point each) [4m]

1. Container elements and Empty elements.

2. Reading view and Outline view.

Q6).A. Write the keyboard shortcut for the following. [5m]

1. To create a new presentation.

2. To start a slide show in PowerPoint.

3. To make a duplicate copy of the slide..

4. To end a presentation.

5. To paste a file or a folder from one location to another .

B. Read the comprehension carefully and answer the following. (5m)

Computers are used in many areas of life. In education, they help students learn through online resources and educational software. In healthcare, computers are used to maintain patient records and run medical tests. In banking, computers help in online transactions and managing accounts. Computers are also used in transport, business, and entertainment.

The versatility of computers makes them an essential tool in modern life as its help in many areas.

Questions

1. How are computers used in education?

2. Give one use of computers in healthcare.

3. How are computers used in banking?

4. Name two other areas where computers are used.

5. Why are computers considered essential in modern life?