

GREENLAWNS HIGH SCHOOL
Final Examination 2016-2017

Std.: 6 A/B/C
Sub.: Computer Science

Marks: 80
Time: 1½hrs.

SECTION A

(SECTION A TO BE SOLVED ON QUESTION PAPER AND ATTACH IT TO
THE MAIN SUPPLEMENT)

Q.1) FILL IN THE BLANKS : (ONLY ANSWERS) [10 M]

- a. The first program for calculations was _____
- b. You can make changes in the cell or in the _____
- c. Searching for information on the Internet, or exploring the Internet is commonly referred to as _____
- d. The cell reference for a range of cells that starts in cell B1 and goes over to column F and down to row 9 is _____
- e. _____ refers to the position where data is placed within the boundary of a cell.
- f. Select the cell and press _____ key to edit the cell contents directly in a cell.
- g. The World Wide Web was developed by _____
- h. The data types used in an Excel worksheet are : _____
_____ and _____
- i. If you want the data to be confined in a cell, use _____ command.
- j. At present you can send messages with attachments up to _____

Q.2) State whether True or False. If False, then correct the underlined word [8 M]

a. To cancel the data entry before pressing Enter key, you can also press ALT key.

b. A worksheet in Excel 2013 contains 1,048,576 columns and 16,384 rows.

c. mmmm represents short form for day.

d. If you press Enter key, the cell accepts your typing as its content.

e. The last page of any website is called the home page.

f. A search engine is a program that searches the Web for specified keywords and returns a list of the Webpages in which the keywords are found.

g. The width and height are measured in points. 1 point = 72 inches.

h. Date format that begins with a * responds to changes in regional date and time settings that are specified for the operating system.

Q.3) Write shortcut keys in MsExcel :

[10 M]

1. Select entire column

2. Select entire worksheet

3. Select entire row

4. To move to the cell below the active cell

5. To move to the cell that is to the right of the active cell

6. To write data in multiple lines in the same cell

7. Redo an action

8. Undo an action

9. To enable Extend Selection

10. Go To Command

Q.4) Match the following :

[6 M]

1. Insert Footnote
2. Center align paragraph
3. Move Backward
4. Paste
5. Cut
6. Insert Endnote
7. Move to the next line

- a. Ctrl + Alt + D
- b. Ctrl + V
- c. Ctrl + X
- d. Ctrl + E
- e. Tab
- f. Ctrl + Alt + F
- g. Shift + Tab

Answers : (First one is done)

1. Ctrl + Alt + F
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

SECTION B

- NOTE : ALL THE ANSWERS ON THE ANSWER SHEETS

- I. Define [13 M]
- a. Range
 - b. Formatting
 - c. Name box
 - d. Orientation
 - e. Excel 2013
 - f. Web page
 - g. Font
 - h. Modem
 - i. Signature
 - j. Contiguous
 - k. World wide web
 - l. Electronic mail
 - m. Wrap tex
- II. Explain in detail the three **worksheet** view options. [3 M]
- III. Explain the four advantages of email. [4 M]
- IV. Write short note on : [12 M]
- a. Quick access toolbar
 - b. Ribbon
 - c. Zoom control
 - d. Scroll Bar
 - e. Sign out
 - f. Email address
- V. Explain the six commands of email [3 M]
- VI. Differentiate between **blind carbon** copy and Carbon Copy. [2 M]
- VII. Which three buttons appear to the left of the formula bar in Excel. [3 M]
What are its uses.

- VIII. What is Internet address ? Name two types of Internet addressing system. [3 M]
- IX. What are conventional mails called and why are they so called ? [1 M]
- X. Mention the various parts of an email address [2 M]