



**Std: 6 A, B, C**      **Greenlawns High School**      **Date:**  
**Marks: 40**      **Computer Final Paper**      **Time: 1 HOUR**

Please note: 1. All answer must be written on composition sheets.

2. On each side of the composition sheet mention your name, roll no, std and div
3. The answer sheets must be converted into a clear pdf and must be uploaded on Microsoft teams.
4. Rename your pdf as your 'Roll no name subject Final'

(Example: 20 Shailesh Kumar Computer Final)

### Section 1

Q1. Fill in the blanks:

(5)

1. All HTML files has the extension \_\_\_\_\_.
2. \_\_\_\_\_ means to remove any unwanted file from a folder in the disk.
3. We can create a data file with the \_\_\_\_\_ details.
4. \_\_\_\_\_ are used to control the scripts.
5. \_\_\_\_\_ may be used to create an html documents

Q2 State whether the following true or false. If false correct the underline word.

(5)

1. The font tag can be used to align text.
2. Renaming a file means giving a new name to an existing file.
3. Deleting means to move the file from one folder to the other.
4. The Event script is used to trace line with a moving object.
5. Rar and zip software compresses and collates the file in one zip folder.

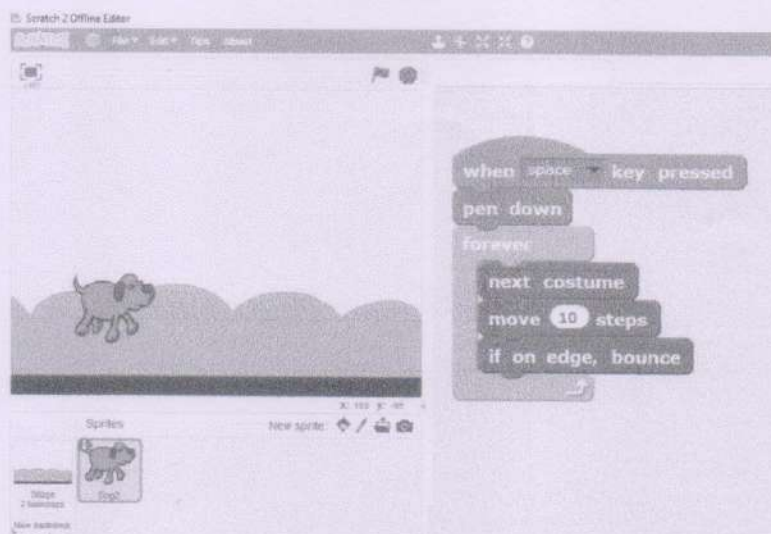
Q3 Write the short cuts keys.




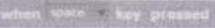
(5)

1. Merge a documents
2. Edit a mail merge data source
3. Insert a merge field
4. Preview a mail merge
5. Print a merged document

Q4. Observe the below figure and answer the following.

(5)



- (i).  This is an example of which block?
- (ii). When this icon  is clicked, what does it do?
- (iii). What happens when this icon  is used?
- (iv).  This is an example of which block?
- (v). Which option should be used to change the background?

## Section 2

### Q1. Define.

(6)

1. Sprite area -
2. Mail Merge --
3. Drive --
4. HTML Tags --
5. Action Library --
6. Header-

### Q2. Distinguish Between.

(4)

1. < P > tag and < BR > tag.
2. Motion block and control block.
3. Asterisk (\*) and Question Mark (?) used in file search.
4. Data source and main document.

### Q3 Answer the following.

1. What is the path of a file? Explain with example. (2)
2. Explain the font tag and the text attribute of the body tag. (2)
3. Define pen script and explain any 2 commands used with pen script command. (3)
4. Write any three advantages of mail merge. (3)