

HALF YEARLY EXAMINATION, 2017-18

COMPUTER STUDIES

Time - 1:30 hrs.

Class - VI

M.M. – 80

Name of the student _____ Section _____ Date-04.09.2017 (Monday)

Instructions:

- Attempt all questions.
- Write complete statement of fill in the blanks and true/false.

Q.1 Answer any five questions : (5×2=10)

- Write a short note on Spam mail.
- Write some applications of PowerPoint.
- Define PageRank system.
- Write a short note on Email attachment?
- Write any two ways in which sorting can be performed?
- What is e-commerce?
- Write the steps for Deleting an Email.

Q.2 Answer the following(Any One): (5×1=5)

- Write some tips which we should keep in mind while downloading an attachment.
- What are search engines? Give 5 examples.

Q.3 Write the answer of the following : (10×1=10)

- SEO stands for _____.
- Shortcut Key for PRINT.
- Ctrl + Z is used for _____.
- Shortcut Key for REDO
- F2 key is used for _____.
- Shortcut Key for PASTE.
- Shortcut Key to run power point presentation.
- CC stands for _____.
- Write name of any two e-commerce website.
- Two founding partners of Google are _____ & _____.

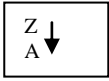
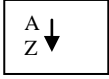
Q.4 State True/False: **(5×1=5)**

- a) We receive all our emails in Trash.
- b) Google searches are “Case sensitive”.
- c) ‘From beginning’ option is present in Slide Show tab.
- d) The shortcut to Paste Special in Word 2013 is Ctrl+Alt+V.
- e) Excel allows you to sort worksheet data in alphabetical order only.

Q.5 Fill in the blanks: **(5×1=5)**


- a) Slide sorter option is present in _____.
- b) Sort buttons are present on the _____ and _____.
- c) We can write an email by clicking _____ button in Gmail.
- d) BCC stands for _____.
- e) _____ is the title of the mail.

Q.6 Match the Following : **(5×1=5)**

- | | |
|--|-------------------------------|
| a) Negative search | a) Ascending Order |
| b) Opens first most relevant website | b) “ ” |
| c)  | c) “I’m Feeling Lucky” button |
| d)  | d. “-” |
| e) Phrase Search | e) Descending Order |

Q.7 Multiple Choice Questions : **(10×1=10)**

- a) It is extremely important to select the complete data range before
 - (i) Typing into cell D3
 - (ii) Formatting the cell A1
 - (iii) Sorting
 - (iv) Renaming the worksheet
- b) “Presentation Views “ group is present in
 - (i) Insert tab
 - (ii) Home tab
 - (iii) Slide Show tab
 - (iv) View tab
- c) If a common word is essential for getting the results you want, you can include it by putting a ----- sign in front of it.
 - (i) -
 - (ii) +
 - (iii) /
 - (iv) :

- d) The words which are ignored by search engines to speed up the search process are called
- (i) Phrase
 - (ii) Stop Words
 - (iii) Start Words
 - (iv) Words Variations
- e) Copy and Paste option in MS- word are available under _____ group.
- (i) Font
 - (ii) Clipboard
 - (iii) Paragraph
 - (iv) None of these
- f) If we click  on the file, then it will be
- (i) Downloaded
 - (ii) Saved to Google Drive
 - (iii) Saved on your computer
 - (iv) opened
- g) Google Voice Search feature is supported only in _____ browser.
- (i) Internet Explorer
 - (ii) Google Chrome
 - (iii) Mozilla Firefox
 - (iv) Opera Mini
- h) Whenever you search anything by using some text or words, they are called
- (i) Commands
 - (ii) Keywords
 - (iii) Indexes
 - (iv) Hyperlinks
- i) To view newer emails, click on the _____ option.
- (i) Compose
 - (ii) Inbox
 - (iii) Subject
 - (iv) Title
- j) If Samir sends a ppt file to Ashok on his email address. Ashok can
- (i) Download it
 - (ii) Upload it
 - (iii) Both (i) and (ii)
 - (iv) None of these

PRACTICAL & VIVA ASSIGNMENT.

(30)

