

**HALF YEARLY EXAMINATION, 2018-19**  
**COMPUTER STUDIES**

**Time - 1:30 hrs.**

**Class - VI**

**M.M. – 80**

Name of the student \_\_\_\_\_ Section \_\_\_\_\_ Date-10.09.2018 (Monday)

**Instructions:**

- Attempt all questions.
- Write complete statement of fill in the blanks.

**Q.1 Answer any five questions :**

**(5\*2= 10)**

- a) Define PageRank system.
- b) What is Search Engine Optimization?
- c) Write the steps to perform sorting using the Sort buttons on the Home tab.
- d) Write some applications of PowerPoint?
- e) What is e-commerce?
- f) What is sorting?
- g) Write a short note on Email Filter.

**Q.2 Answer the following(Any One):**

**(5\*1=5)**

- a) Write the steps for sending an E-mail attachment.
- b) What are Search Engines? Why do we need them? Give some examples.

**Q.3 State whether the following statement is True or False:**

**(10\*1=10)**

- a) You can sort by columns or rows in ascending or descending order.
- b) Excel allows you to sort worksheet data in alphabetical order only.
- c) Shortcut to paste content from Word to PowerPoint is Ctrl + V.
- d) The shortcut to insert the New Slide in PowerPoint is Ctrl + N.
- e) Shortcut to copy content from Word to PowerPoint is Ctrl + V.
- f) Google searches are not case sensitive.
- g) CC stands for Carbon Copy.
- h) Ctrl + U is used to undo a command performed last.
- i) Google is the best search engine.
- j) BCC stands for Blind Carbon Copy.

**Q.4 Fill in the blanks:**

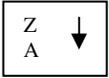
**(10\*1=10)**

- a) The slide show for a PowerPoint presentation can be run from the first slide using the \_\_\_\_\_ function key.
- b) To create filter click on \_\_\_\_\_.
- c) We receive all our emails in \_\_\_\_\_.
- d) Email messages remain in trash for \_\_\_\_\_ days.
- e)  icon is also known as \_\_\_\_\_.
- f) From Beginning option is present in \_\_\_\_\_.
- g) Deleted mails can be restored from \_\_\_\_\_.

- h) The New Slide option is present in the \_\_\_\_\_ tab.  
 i) We can write an email by clicking \_\_\_\_\_ button in Gmail.  
 j) Sort buttons are present on the home tab and \_\_\_\_\_.

**Q.5 Match the Following :**

**(5\*1=5)**

- |  |                      |
|--|----------------------|
| 1. Negative Search   | a. Google            |
| 2. Opens first most relevant website   | b.” “                |
| 3. Phrase Search   | c. I’m Feeling Lucky |
| 4.  | d. “ -“              |
| 5. Search Engine   | e. Descending order  |

**Q.6 Multiple Choice Questions :**

**(10\*1=10)**

- i. \_\_\_\_\_ is the title of the mail.  
 (a) To (b) From (c) Title (d) Subject
- ii. “Blank Presentation” option appears in the  
 (a) Home tab (b) Design tab  
 (c) File tab >New > Blank Presentation (d) Insert tab
- iii. Copy and paste options in MS-Word are available under  
 (a) Font (b) Clipboard (c) Paragraph (d) None of these
- iv. To view newer emails, click on the ----- in Gmail.  
 (a) Compose (b) Inbox (c) Subject (d) Title
- v. Sorting can be done on  
 (a) Numbers (b) Text (c) Symbols (d) Both ‘a’ and ‘b’
- vi. The shortcut to Paste Special in Word 2013 is  
 (a) Alt + V (b) Ctrl + V (c) Ctrl + Shift + V (d) Ctrl +Alt + V
- vii. In a column, Excel will always sort blank cells to  
 (a) The bottom of the list (b) The top of the list  
 (c) The right of the list (d) The left of the list
- viii. Google searches are  
 (a) Not case sensitive (b) Case sensitive  
 (c) Both ‘a’ and ‘b’ (d) None of these
- ix. If we click  on the file, then it will be  
 (a) Downloaded (b) Saved to Google Drive  
 (c) Saved on your computer (d) Opened
- x. If Samir sends a ppt file to Ashok on his email address, Ashok can.  
 (a) Download it (b) Upload it  
 (c) Both ‘a’ and ‘b’ (d) None of these

**PRACTICAL & VIVA ASSIGNMENT.**

**(30)**

