

**SUMMATIVE ASSESSMENT-I, 2016**  
**COMPUTER STUDIES**

**Time : 1:30 hrs.**

**Class – VI**

**M.M. : 50**

Date – 06.09.2016

**Instructions:**

**1. Attempt all questions.**

**2. Write complete statement of fill in the blanks and true or false.**

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

**(5×2= 10)**

- a) Write two methods to open PowerPoint.
- b) What are the ways in which sorting can be performed?
- c) What is Search Engine Optimization?
- d) Write a short note on Email attachment?
- e) What is Sorting?
- f) Define PageRank System.
- g) Define the following term: (i) Inbox (ii) Subject

**Q.2 Write the steps for the following (Any two):**

**(2½×2=5)**

- a) Sending an e-mail attachment.
- b) To perform sorting using the sort buttons on the Home tab.
- c) Deleting an email.
- d) For creating Blank presentation

**Q.3 State True/False:**

**(5×1=5)**

- a) Excel allows you to sort worksheet data in alphabetical order only.
- b) Shortcut key to insert new slide in PowerPoint is Ctrl + M.
- c) Default sort setting in MS-Excel is in descending order.
- d) BCC stands for black carbon copy.
- e) Ctrl + C shortcut key is used for copy option.

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

**(5×1=5)**

- a) Slide Sorter option is present in \_\_\_\_\_.
- b) Deleted mails can be restored from \_\_\_\_\_.
- c) The new slide option is present in the \_\_\_\_\_ tab.
- d) Sort button is present on the \_\_\_\_\_ and \_\_\_\_\_.
- e) Shortcut key to run slide show is \_\_\_\_\_.

**Q.5 Multiple Choice Questions :**

**(5×1=5)**

- a) The shortcut to paste special in Word 2013 is
  - (i) Alt + V
  - (ii) Ctrl + V
  - (iii) Ctrl + Shift + V
  - (iv) Ctrl + Alt + V
- b) The selling and purchasing of products or services on internet is called
  - (i) Trading
  - (ii) Banking
  - (iii) E-commerce
  - (iv) None of these
- c) \_\_\_\_\_ is used to write the Email address of the receiver.
  - (i) To
  - (ii) CC
  - (iii) BCC
  - (iv) All of the above
- d) Google Searches are
  - (i) Not case sensitive
  - (ii) Case sensitive
  - (iii) Both 'a' and 'b'
  - (iv) None of these
- e) Copy and Paste option in MS- word are available under \_\_\_\_\_ group.
  - (i) Font
  - (ii) Clipboard
  - (iii) Paragraph
  - (iv) None of these

**PRACTICAL ASSIGNMENT**

**(20)**

