





# U.S. OSTWAL INTERNATIONAL SCHOOL

## OSTWAL WONDER CITY, BOISAR (E)

### TERM-1

Name: \_\_\_\_\_

Grade: VI

Subject: IT

Time :1.5 hrs

Roll No: \_\_\_\_\_

Date: \_\_\_\_\_

Mark: 50

#### General Instructions:

- All questions are compulsory. Do not write the questions.
- Directly write the answers. Write the paper neatly.

#### Q.1 Fill in the blanks.

(5)

1. \_\_\_\_\_ are also known as Personal Computer.
2. An embedded system is a combination of \_\_\_\_\_ and \_\_\_\_\_.
3. File extension is a part of a file name followed after a \_\_\_\_\_.
4. A table displays data in an \_\_\_\_\_ way in a document.
5. The body of the standard letter to be sent to all recipients is called the \_\_\_\_\_.

#### Q.2 Name the following.

(5)

1. Other names of data source. \_\_\_\_\_
2. Group of Finish & Merge button. \_\_\_\_\_
3. Vertical series of cells in table. \_\_\_\_\_
4. Two examples of file extensions. \_\_\_\_\_
5. Group of Add Animation button. \_\_\_\_\_

#### Q.3 Match the following.

(5)

- |                                       |                        |
|---------------------------------------|------------------------|
| 1. Table driven cordless programming  | (a) Mainframe computer |
| 2. Rapid Application Development Tool | (b) Supercomputer      |
| 3. Report generators                  | (c) e Developer        |
| 4. IBM Z series                       | (d) Oracle Forms       |
| 5. CRAY-2                             | (e) Oracle Reports     |

#### Q.4 State whether the following statement are true or false.

(5)

1. We click on Customised Field Button to add or remove field.
2. To select a cell we triple click in it.
3. The alignment options for text in a document and tables are the same.
4. The data file has a table containing columns for each field of information.
5. The Table button is present in the Table group of the Insert tab.

#### Q.5 Choose the correct answer.

(5)

1. The Wildcard character ' \_\_\_\_\_ ' can be used to substitute for a single letter or symbol in its place.  
(a) ? (b) <  
(c) > (d) \*
2. Double-click on the \_\_\_\_\_ icon on the desktop to see hard disk drives, CD/DVD drives, Removable devices and network location connected to your computer.  
(a) PC (b) D: drive  
(c) This PC (d) Network
3. We \_\_\_\_\_ on the start button to select the file Explorer option.  
(a) click (b) double-click  
(c) right-click (d) double right-click

4.The Wildcard character' \_\_\_\_\_ ' can be used to substitute a string of letters and symbols in its place.

- (a)?
- (b)<
- (c)>
- (d)\*

5. F5 function key is the shortcut for \_\_\_\_\_ command.

- (a) Custom Slide Show
- (b)From Beginning
- (c) Present Online
- (d)From Current Slide Show

**Q.6 Write the steps to search a file/folder in windows 10. Explain the different types of wildcard characters? (5)**

**Q.7 Describe the following. Give three example of each. (5)**

- (a) Minicomputers
- (b)Mainframe computers
- (c)Supercomputers

**Q.8 Answer the following. (Any 5) (6)**

- 1.List and compare the advantages and disadvantage of machine code and assembly code.
- 2.Discuss the commonly used microcomputers.
- 3.Write a note on file formats and its common types.
- 4.Discuss any two methods to create a table.
- 5.Write a note on Mail Merge.
- 6.List various methods to select the text inside a single cell.

**Q.9 Answer in brief.(Any 2) (6)**

- 1.How can you format a table?
- 2.Enlist various ways in which a presentation is of help.
- 3.Why is animation used in a presentation?

**Q.10 Answer the following by your own:. (3)**

- 1.Why do you think Mail Merge is a better way of typing letters than the handwritten letters?
- 2.Your friend is having problem using a laptop. How will you help him?
  - (a)Teach him how to use a laptop.
  - (b)Ask him to work on a desktop.

**\*ALL THE BEST\***