

INDIAN YOUTH COMPUTER LITERACY MISSION

2nd Term Question cum Answer Paper

Set –B

Total Marks: 100 (Practical 30)		Pass Mark: 40	Time:.(Theory 1hrs&Practical 30 minutes)
To be filled by the student in English BLOCK Letters			
Student Name			
Registration No.			
A.T.C. Name			
A.T.C. Code		Date Of Examination	
Student's Signature		Invigilator's Signature	

ATC Seal		(For H.O Use only)	
		Marks obtained	
		Examiner's Signature	
	ATC IN CHARGE		Head of the Examine

INSTUCTIONS

1. Verify the number of pages before writing anything. In case of any error in Page numbers replace the booklet.
2. Do not open the question booklet until your invigilator lets to do so.
3. The booklet is a question cum answer sheet. All the answer must be written in the space provided according to the instruction given for each question. No separate answer sheet will be provided.
4. Written your registration number and other required details in space provided only.
5. Writing any unfair text anywhere in the booklet will be liable for the cancellation of examination.
6. Copies without bearing the student's signature, invigilator's signature. Registration No. and ATC's office seal will be rejected. Hence, check it before submitting to invigilator.

A. ANSWER THE FOLLOWING QUESTION:

2×5=10

1. What is Ms-office?

Ans:
.....
.....
.....

2. How many rows and columns are there in a worksheet of Ms-excel?

Ans:
.....
.....

3. What is power point?

Ans:
.....
.....
.....

4. Write the steps of Mail Merge.

Ans:
.....
.....
.....

5. Why hyperlinks are used?

Ans:
.....
.....

6. What are the short cut keys of Cut, Copy and Paste?

Ans:
.....
.....
.....

B. Multiple choice:

1×15=15

1. If you want to copy a selection of text, which button do you click? []
a) Move b) Copy c) Duplicate d) Cut.
2. To delete the selected sentence, we press the following key. []
a) Del b) Backspace c) Both (a) and (b)d) None of the above
3. While typing in a paragraph you will: []
a) Press Enter key at the end of each line. b) Press Entre only at the end of a paragraph
c)Both a & b can be applied. d) None of the above.
4. . What is the first step in MS –word in changing line spacing? []
a) To open the Format menu. b) To click the Line spacing button.
c) To select the paragraphs you want to change d) to open the paragraph menu
5. You specify the save details your file in the : []

- a) Save As..... Dialog box. b) Save the File AsDialog box
 .c) File save dialog box d) None of the above
- 6: . Identify the incorrect statement []
- a) Headers are the ones that are printed on the top margin of the page and footers are printed in the bottom margin.
 b) Headers and footers normally carry information like page numbers, data, company name, etc.
 c) A single page document will not normally have the header or footer
 d) Microsoft word will not allow you to have header and footer on a single page document.
7. One of the statements is not true []
- a) In its default settings, a word processor does not hyphenate the text.
 b) Hyphenating helps when you are dealing with thin columnar text.
 c) By Hyphenating, the looks of the justified then columns will look greatly improved.
 d) Microsoft word hyphenates text in its default setting.
8. Selection of text can be of: []
- a) Single word or a line: b) A paragraph. C) Complete document. d) All of the above.
9. Word wraps means: []
- a) inserting spaces between words. b) Aligning text with right margin.
 c) Moving text automatically to the next line. d) None of the above.
10. Which one of the following statements is true? []
- a) Line spacing can be set to 1.5. b) A specified spacing can be left before and after any paragraph.
 c) Both (a) and (b) d) None of this above
11. Make the incorrect statement: []
- a) Hyphenation can be done automatically. b) Hyphenation can affect page breaks.
 c) None of the above. d) The hyphenation facility is available in the In Insert menu.
12. To select a sentence, click anywhere on the sentence while holding the following key.[]
- a) Shift b) Alt c) Ctrl `d) Esc
13. To start a new line press []
- a) Enter c)Shift + enter c)Ctrl +enter d)None of these
14. To repeat the last editing action press []
- a) F4 b) Ctrl +y c)Both (a) &(b) d) None of these
15. The document can be zoomed maximum up to: []
- a) 100% b)150% c)200% d)500%

C. **FILL IN THE BLANKS:(Any 15)**

1×15=15

1. _____ is the alignment of the typed within the given margins.
2. To cancel the last editing, we can use the _____ button.
3. On a _____ the pointer changes to a double horizontal bar with up and down arrows.
4. An _____ winow is the one which has darker title bar.
5. The _____ toolbar buttons for all those utilities, which are very frequently used.
6. Normal view runs considerably faster than _____.
7. The _____ toolbar always reflects the formats of the selected text.
8. You can delete text one character at a time using the _____ key.
9. By using _____ we can switch between more than one documents.
10. To zoom the document, use the zoom option from the _____ menu.
11. A _____ is a special text which is printed at the top of each page above the normal text.
12. The _____ text effect adds a line through text.

13. A _____ is a group of words that are all placed together in a bunch.
14. The Roman is the name of a _____.
15. Press of function key turns the keyboard into _____ mode.
16. To select a complete line, click in the _____ bar to the left of the line.
17. Word displays the _____ dialogs box when you save a document for the first time.

D. SELECTING TRUE AND FALSE:

1×20=20

1. To select an entire document you will double click the mouse in the selection bar. []
2. You cannot incorporate graphics in a word processor. []
3. Footer is printed at the bottom of every page. []
4. Italic character is slanted than regular characters. []
5. Bold character is thicker than regular characters. []
6. Right justification makes the ends of lines uneven. []
7. If you double click mouse on a word, it selects word. []
8. Ctrl +b select the bold style for the select text. []
9. Ctrl +i select the italics style for the select text. []
10. Scrolling means moving to view the text is that is currently above or below the window. []
11. Paragraph mark is a non printing character. []
12. Del key deletes the text to the left of the insertion point. []
13. Backspace key deletes the to text right of the insertion point. []
14. The formatting of a paragraph is stored in the paragraph mark. []
15. The view menu is used to create header and footer. []
16. Auto text can be use to insert graphics in the document. []
17. The auto correct feature corrects common typing errors. []
18. You can create your own dictionaries in word. []
19. Find next button can be used if you opt for replace all option. []
20. The spelling and grammar check can only be done once the text is selected. []

E. WRITE THE STEPS: (Any 5)

2×5=10

1. TEXT WATER MARK.
2. CLIP ART.
3. SHAPE COLOUR.
4. ACTION BUTTON.
5. GOAL SEEKS.
6. MACROS.
7. SLIDE SHORTER VEIW