

VIDYA VIKAS MANDAL'S

RAMCRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL

Margao Goa

STD:- XI OM/AA
SUBJECT:- COMPUTER APPLICATION

DATE :-22/3/2024
DURATION:-2 HRS
MAX MARKS:-50

SECOND TERMINAL EXAMINATION MARCH 2024

No. of Printed pages:- 2

INSTRUCTIONS:

- There are four sections in the question paper(A, B, C & D) consisting of 23 questions
- In section A there are eight questions of which question no. 1 to 4 are multiple choice questions, question no. 5 & 6 are to be answered in one word, phrase or figure and question no. 7 & 8 are to be answered in one sentence each
- Attempt all the questions however internal choice is given for question number 20 and 23
- Figures to the right indicate marks allocated to each questions
- Write the number of each questions clearly on the answer book

SECTION A

- 1 Ends the current page from the cursor position and moves the cursor or the text which is behind the cursor on to the next page _____ 1
- Watermark
 - Page color
 - Page Borders
 - Page Break
- 2 In Tally, Function key used to change the date is _____ 1
- F2
 - F3
 - Alt+F2
 - Alt+F3
- 3 _____ create a link to your document for access to web pages and files 1
- Border
 - Hyperlink
 - Bullets
 - List
- In CorelDraw a window containing available commands and settings relevant to a specific tool or task is _____
- 4 _____ 1
- Docker
 - Rulers

- Toolbar
 - Menubar
- 5 Name the voucher used for purchase of fixed asset on credit. 1
- 6 Name default of page size in Ms-word 2013 1
- 7 What is Corel Draw. 1
- 8 What is a Daybook in Tally? 1

SECTION B

- 9 State any four advantages of Tally. 2
- 10 What are header and footer in Ms-word 2013. 2
- 11 Write steps to use format painter in MS Word. 2
- 12 What are the helpful tools in MS Word? 2
- 13 Write the steps to change the shape of an object. 2
- 14 Write the golden rule of 'Debit' and 'Credit' for Nominal account. 2

SECTION C

- 15 Write steps to draw spiral. 3
- 16 How to draw a graphic grid in coral draw? 3
- 17 Write steps to create ledger in Tally. 3
- 18 Explain page group in inert Tab. 3
- 19 Write the steps to blend objects along a straight line. 3
- 20 Write the steps to increase or decrease row height or row width in MS Word. 3

OR

Write the steps to insert picture in MS word.

SECTION D

- 21 Explain the following terms in coral draw 4
1. vector graphic
 2. smart drawing
 3. blend tool
 4. document navigator
- 22 Explain any four vouchers used in Tally. 4
- 23 How to contour an object in coral draw. 4

OR

Write steps to change text case in coral draw.
