STD: XI(OM/AAT)

Date:10/08/2023

DURATION: 1 Hr.

Max.Marks:20

Instructions:

i. All questions are compulsory.

ii. There are four sections in this questions paper (A, B, C & D) consisting of 10 questions.

iii. In Section A there are four questions of which question number 1& 2 are multiple choice questions, question number 3 is to be answered in a word, phrase or figure and question number 4 is to be answered in one sentence only.

iv. Figures to the right indicate marks allotted to each question.

v. Write the number of each question clearly on the answer book.

SECTION A

Select the correct alternative from those given below:

1. The virtual location for applications, documents, data or other sub-folders is termed as ___ .

(Recycle bin, Folder, File, Wallpaper)

1mk

2. Intersection of a row and a column forming a rectangular portion is termed as ___

(Table, Column, Row, Cell)

1mk

Answer the following in a word or phrase:

3. 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.

1mk

Answer the following in one sentence:

4. What is the function of Recycle bin?

1mk

SECTION B

Answer the following in about 20 to 30 words:

5. Explain the steps to delete an extra row.

2mks

6. Explain the steps to apply shading for a paragraph.

2mks

7. Explain the steps to select text.

                                                2mks

SECTION C

8. Explain the steps to save or create a file in the folder

                                                3mks

9. Explain the following terms:- a) Change case, b) Text Effect and Typography and
   c) Strikethrough.
                                                   3mks

SECTION D
Answer the following in about 50 to 60 words:

10. Explain steps to insert table as per Insert Table Method.

                                                4mks