COMPUTER APPLICATION
Mid Term Exam, August 2024

STD: XI (OM/AAT)   DURATION: 1 Hr.

Date: 07/08/2024   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. 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. ___
   (Cover page, Blank page, Page break, Column)   1mk

Answer the following in a word or phrase:

3. Intersection of a row and a column forming a rectangular portion   1mk

Answer the following in one sentence:

4. What do you understand by burning of CD?   1mk

SECTION B

Answer the following in about 20 to 30 words:

5. Explain the steps to delete an extra column.   2mks

6. Explain the steps to apply shading for a paragraph.   2mks

7. Explain the steps to select object.   2mks

SECTION C

8. Mention any 6 uses of a windows explorer.   3mks

9. Explain the following terms:- a) Subscript, b) Clear formatting 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