



ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION



First Term Examination – 2018

Class : 6

SUB: Computer Science

F.M.70

DURATION: 2 Hrs

DATE:16.04.2018

GROUP A

1. Choose the correct option:

[1×5=5]

- (i) The _____ tab provides scrolling options.
(a) Pointer (b) Menu bar (c) Wheel (iv) Control panel
- (ii) Voice recognition software takes inputs in the form of:
(a) Sound waves (b) Speed (c) Magnetic Line (d) Light
- (iv) This option in Table menu helps to merge two or more cells into one cell.
(a) Split Cells (b) Merge Cells (c) Preview window (d) None of these
- (v) _____ memory comprises the RAM and ROM
(a) Secondary (b) Primary (c) Both (a) & (b) (d) None of these
- (v) Speed of computer is measured in:
(a) Precision (b) Sound waves (c) ROM (d) MIPS

2. Answer the following questions:

[1×15=15]

- (i) Mention the full form of ROM.
- (ii) Mention the full form of MIPS.
- (iii) What is Secondary memory?
- (iv) Mention the full form of ATM.
- (v) Give an example of operating system software.
- (vi) What do you understand by the term 'Split cells'?
- (vii) What do you mean by 'Precision' of a computer?
- (viii) What is the function of Preview window?
- (ix) What do you mean by Touchscreen?
- (x) Arrange the following steps of mail merge in correct order: [1×6=6]
- Insert address block
 - Select recipients
 - Starting Document
 - Complete the merge
 - Writing the Letter
 - Type a New Address book

GROUP B

3. Answer the following questions: [Any Ten]

[2×10=20]

- (i) Define Computer.
- (ii) What do you understand by the term 'Merge cells'?
- (iii) What is a Personal Computer?

- (iv) How to split cells of a table?
- (v) How to open a 'Control Panel'?
- (vi) How will you insert data in a table?
- (vii) Define Primary memory.
- (viii) What is MS Windows 7?
- (ix) How can we change the height of a row in a table?
- (x) How to delete a table in Ms-Word?
- (xi) What is the function of Recipient's list?
- (xii) What is Mail Merge task pane?

GROUP C

4. Answer the following questions: [Any Six]

[5×6=30]

- (i) Describe the Disk Cleanup process
- (ii) Describe some application areas of a computer.
- (iii) What are the three basic steps for Mail Merge?
- (iv) Write a short note on 'Pointer options tab'.
- (v) Differentiate between RAM and ROM.
- (vi) List three ways to insert table in a word document.
- (vii) How can you change the borders and shading of tables?
- (viii) Describe the five main characteristics of a computer.



FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

First Term Examination- 2018

Sub: Computer Science

Class: VI

F.M.: 70

Duration: 2 Hours

Date: 16th April, 2018

SOLUTION

GROUP A

1. Choose the correct option:

(i) The _____ tab provides scrolling options.

Answer: (c) Wheel

(ii) Voice recognition software takes inputs in the form of:

Answer: (a) Sound waves

(iii) This option in Table menu helps to merge two or more cells into one cell.

Answer: (b) Merge Cells

(iv) _____ memory comprises the RAM and ROM

Answer: (b) Primary

(v) Speed of computer is measured in:

Answer: (d) MIPS

2. Answer the following questions:

(i) Mention the full form of ROM.

Read Only Memory

(ii) Mention the full form of MIPS.

Millions of Instructions Per Second

(iii) What is Secondary memory?

Secondary memory is used to store information that is not required frequently. Hard disk, CD- ROM, DVD are secondary storage devices.

(iv) Mention the full form of ATM.

Automated Teller Machine

(v) Give an example of operating system software.

MS Windows 7

(vi) What do you understand by the term 'Split cells'?

This option in Table menu helps to divide a single cell into required number of cells.

(vii) What do you mean by 'Precision' of a computer?

The accuracy with which a computer works denotes its precision.

(viii) What is the function of Preview window?

The window, available in Borders and Shading dialog box, helps you to view the changes made to the table's border and shading, before applying them.

(ix) What do you mean by Touchscreen?

A Touchscreen is a display which can detect the presence and location of a touch within the display area. Inputs are given by simply touching the display area.

(x) Arrange the following steps of mail merge in correct order:

1. Starting Document
2. Select recipients
3. Type a New Address book
4. Writing the Letter
5. Insert address block
6. Complete the merge

GROUP B

3. Answer the following questions:

(i) Define Computer.

A Computer is an electronic machine that operates by following a set of instructions.

(ii) What do you understand by the term 'Merge cells'?

This option in table menu helps to merge two or more cells into one cell.

(iii) What is a Personal Computer?

These are smaller computers used for personal use at homes and small offices, also known as workstations and desktops.

(iv) How to split cells of a table?

Points: Select the column, Table Tools, Layout, Split Cells, ok.

(v) How to open a 'Control Panel'?

1. Click on **Start**
2. Select **Control Panel**. The Control Panel Window appears.

(vi) How will you insert data in a table?

Points: Click the desired cell, Type the data to be inserted, Save.

(vii) Define Primary memory.

A computer stores data for a very short time in its primary storage. This is stored temporarily while a program is being executed.

(viii) What is MS Windows 7?

MS Windows 7 is an operating system software.

(ix) How can we change the height of a row in a table?

We can make changes to the row size by clicking on the **ROW tab** and filling details in the **Table Properties dialog box**.

(x) How to delete a table in Ms-Word?

1. Click on the table inserted
2. **Table Tools** open up. Click on the Layout tab from the Ribbon.
3. Click on **Delete** option. Choose the option.

(xi) What is the function of Recipient's list?

It contains the information of the recipients for whom the letters are being personalized.

(xii) What is Mail Merge task pane?

It is the pane that contains the steps for mail merge, and guides and allows us to perform the task of mail merging.

GROUP C

4. Answer the following questions: [Any Six]

(i) Describe the Disk Cleanup process

Points: Click start, Point to All programs, Point to Accessories, Point to system Tools, Click Disk Cleanup.

Page: 21

(ii) Describe some application areas of a computer.

Points: Describe the functions of Touch Screen, ATM and Voice Recognition. Page: 09-10

(iii) What are the three basic steps for Mail Merge?

Points: 1. Create a main document

2. Create another document having list of addresses and names to whom to send the invitations.

3. Merge the data in the list with the main document. Page: 38

(iv) Write a short note on 'Pointer options tab'.

Points: Motion, Snap To and Visibility. Page: 20

(v) Differentiate between RAM and ROM.

Points: RAM: Definition, Volatile, Function, Temporary memory.

ROM: Definition, Non Volatile, Function, Permanent memory. Page: 09

(vi) List three ways to insert table in a word document.

Points: Describe Using the Insert Table grid option, Using the Insert Table dialog box, Drawing a Table.

Page: 24-25

(vii) How can you change the borders and shading of tables?

Points: Describe Using the Borders and Shading tab in the Table Properties dialog box and

Using the Design Toolbar. Page: 31

(viii) Describe the five main characteristics of a computer.

Points: Speed, Precision, Reliability, Versatility and Memory. Page: 08

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