



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

Second Term Examination – 2018

CLASS – 6

Subject: COMPUTER

F.M:70

Time Allotted: 2 hrs

Date: 25/7/2018

Instructions: Read the questions carefully and answer as directed. The intended marks for questions or parts of questions are given the bracket []. Do not write anything on the question paper unless instructed.

Group – A [20]

1. Fill in the blanks with the correct words: [5]

- i) The function of the _____ icon is to highlight the selected text.
- ii) The option to format the date and time is in the _____ tab of the Format Cells dialog box.
- iii) The intersection of a row and a column is called _____.
- iv) The _____ lets you remove a program from your computer.
- v) The Header and Footer tools are in the _____ tab.

2. Who am I? Identify the following and write correct answers. [5]

- i) I am on the top of the page. I can bear a title, date, page number, or a picture.
- ii) I am software used to make electronic worksheets on the computer.
- iii) I can reverse the last action performed.
- iv) I hold data and instructions temporarily, when the computer is turned on.
- v) I am the extension of all the Excel files.

3. Write the groups where the following options are located in the Header & Footer tools. [5]

Options	Group
Page Number
Next Section
Link to Previous
Date and Time
Previous Section

4. Choose the correct answer for each question: [5]

- i) Examples of Secondary Memory:
 - a) Hard disk
 - b) Pen drive
 - (c) DVD
 - (d) All of these
- ii) The basic unit of a worksheet into which you enter data in Excel is called a:
 - (a) table
 - (b) box
 - (c) cell
 - (d) column
- iii) In Excel, Columns are labelled as _____.
 - (a) A, B, C, etc
 - (b) A1, A2, etc.
 - (c) 1,2,3 etc
 - (d) \$A\$1, \$A\$2, etc.

- iv) The _____ feature of MS Excel quickly completes a series of data.
(a) Auto Complete (c) Auto Fill
(b) File handle (d) Sorting
- v) Numbers and formulae are together called _____ :
(a) text (c) values
(b) functions (d) none of these

Group – B [20]

5. Write short answer for the following questions :

[5 × 2 = 10]

- i) What is a footnote used for?
- ii) Differentiate between RAM and ROM.
- iii) How is a cell address formed?
- iv) Write the total number of rows and columns in a worksheet.
- v) What is the Number tab of Format Cells dialog box used for?

6. Write answers for the following questions. (ANY 5)

[5 × 2 = 10]

- i) How many types of data can be entered in Excel? Also write their names.
- ii) What are the 2 ways to format text in a worksheet?
- iii) What is the use of AutoFill option?
- iv) What are the 2 parts of a footnote and an endnote that are linked?
- v) What do you mean by cell pointer?
- vi) What are the 2 ways to change the width of a row?

Group – C [30]

7. Write answers for the following questions in detail. (ANY 6)

[6 × 5 = 30]

- i) What are Header and Footer? What are they used for? Which tool is used to insert symbols and special characters in a document?
- ii) Write the steps to insert a column or a row in an Excel worksheet.
- iii) What is Excel? What is worksheet in MS Excel? How many worksheets does a workbook in MS Excel contain, by default?
- iv) What will you do to insert the same title in all the pages of a document?
- v) Write the 5 main characteristics of a computer.
- vi) Write the names of 3 commands used to copy and move cell contents. What are the benefits of formatting?
- vii) How can we insert © in a Word document.
- viii) Write any 3 advantages of using an Excel worksheet.

Phalguni 27/7/18



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Second Term Examination – 2018

CLASS – 6 SOLUTION

Subject: COMPUTER

F.M:70

Time Allotted: 2 hrs

Date: 25/7/2018

Group – A

1.

- i. Highlighting
- ii. Number
- iii. Cell
- iv. Control Panel
- v. Insert

2.

- i. Header
- ii. Excel
- iii. Undo
- iv. RAM
- v. .xlsx

3.

- i. Header and Footer Group
- ii. Navigation Group
- iii. Navigation Group
- iv. Insert group
- v. Navigation Group

4.

- i. (d)
- ii. (c)
- iii. *(b) a*
- iv. (c)
- v. (c)

GROUP – B

5.

i. It allows us to give extra information about a particular text on a page in the document.

ii.

RAM	ROM
Random access memory	Read only memory
Temporary storage memory	Permanent storage memory

iii. Each cell has its own address. The column letter and row number constitutes an address of a cell e.g. cell D14 is the cell in column D, row 14.

iv. Rows – 65536 and columns – 256

v. Provides option to select how we want to display numbers in terms of decimal places and use commas as separators. It also provides option for choosing negative numbers.

6.

i. 3 types:

- (a) Text data
- (b) Numeric data
- (c) Formulae

ii. (a) By using Font and Alignment groups
(b) By using the Format Cells menu

iii. Helps in quickly completing the series of data.

iv. (a) **Note Reference Mark**, that can be a number, a symbol, or a group of characters.
(b) The content of the corresponding footnote or endnote.

v. It refers to the boundary of the highlighted cell or cells that are selected.

vi. (a) By using cursor
(b) By using cells group

GROUP – C

7.

i. Header refers to the top of the page that can bear a title, date, page number, or a picture. Footer refers to the bottom of the page that can bear a title, date, page number, or a picture. They are used to display descriptive things such as page numbers, dates, file names, and disclaimers to documents.

Insert tab

ii. STEPS:

- a. Select a column or any cell of the column
- b. Click on home tab. Click on the insert option in the cells group.

- c. A drop-down appears, click on Insert Sheet Columns to insert a column.

- iii. Excel is software used to create electronic worksheets.
An Excel document containing worksheets (consists of rows and columns) is called workbook.
There are 3 worksheets in MS excel by default.

- iv. To insert the same title in all the pages of a document, we will follow the below steps:
We will click on the Insert tab and then select **Header** from **Header and Footer** group.
A drop-down submenu with a list of headers will appear from which we need to select one of them.
Once the header is selected, **Header and Footer** tools will appear. A dotted line marks the **Header and Footer** area in the document. Then we have to place our cursor in the top box to insert our required title.

- v. Speed , precision, reliability, versatility and memory. Explanation in Pg – 8.

- vi. Cut, Copy and Paste
Formatting helps us to present our data in bold, italics, and even in different colours to make the worksheet more convenient, organized, attractive, and pleasant in appeal.

- vii.
Steps:
(i) We should click on the place where we want to insert the symbol - © in the Word document.
(ii) Then we have to click on the Insert tab. Under Symbols group we should click on Symbol.
(iii) A sub-menu will appear from which we can choose the character - ©. And finally this character will get inserted in the file.

- viii. (a) Addition, subtraction and other basic calculations can be performed easily on large data.
(b) Data can be updated very easily.
(c) Visualize data with the help of charts, graphs, etc.