



FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



First Term Examination – 2019 (Model Question and Answer)

CLASS – 6

Subject: COMPUTER

F.M:70

Time Allotted: 2 hrs

Date: 06/04/2019

Group – A [20]

1. Fill in the blanks with the correct words:

[5]

- The option to add borders and shadings is in the ...**Table Styles**..... group.
- We cannot run a computer without an ...**operating system**.. software.
- The ...**Control Panel**..... lets us remove a program from your computer.
- Voice recognition software take inputs in the form of ...**sound waves**...
- The function of the ...**Highlighting**..... icon is to highlight the selected text.

2. Name the tabs where you can find the following options:

[5]

- Insert Table – **Insert**
- Table tools – **Incorrect option**
- Split and Merge Cells - **layout**
- Change Column Width - **layout**
- Add Borders and Shading - **design**

3. Match the following :

[5]

Srl. No.	Tools	Groups
a.	Next Section	Insert
b.	Page Number	Navigation
c.	Previous Section	Navigation
d.	Date and Time	Header and Footer
e.	Link to previous	Navigation

Ans:

Srl. No.	Tools	Groups
a.	Next Section	Navigation
b.	Page Number	Header and Footer
c.	Previous Section	Navigation
d.	Date and Time	Insert
e.	Link to previous	Navigation

4. Choose the correct answer for each question:

[5]

- i) The accuracy with which the CPU of a computer works denotes its:
a) Versatility (c) **Precision**
b) Memory (d) Resolution
- ii) To insert tables in a word document, we use the
a) Insert table button (c) Draw tables
b) Insert table command (d) **All of these**
- iii) The Header and Footer tools are in the _____ tab.
a) **Insert** (c) Page Layout
b) Home (d) Design
- iv) It temporarily holds data and instructions, only when the computer is turned on.
a) ROM (c) CD-ROM
b) **RAM** (d) Registers
- v) MIPS stands for :
a) Minions of Images Per Sims
b) Millions of Images Per Seconds
c) **Millions of Instructions Per Seconds**
d) Multiple Instructions Per Seconds

Group – B [20]

5. Write short answer for the following questions : (ANY 10)

[10 × 2 = 20]

- a) Name some bigger and faster computer.
Ans: Supercomputer, mainframe and server.
- b) What is a footnote used for?
Ans: It allows us to give extra information about a particular text on a page in the document.
- c) Which tool is used to insert symbols and special characters in a document?
Ans : Symbols group from the Insert tab.
- d) Name some application areas of a computer.
Ans : Touch screen, ATM and voice recognition
- e) Give four examples of secondary memory.
Ans: Hard disk, CD-ROM, DVD and pen drives.
- f) Name the different tabs present in the Mouse Properties dialog box.
Ans: Buttons, Pointers, Wheel and Hardware.

g) List any two ways to insert table in a word document.

Ans : **1. Using the Insert Table grid option**
2. Using the Insert Table dialog box

h) What are Header and Footer?

Ans: **Header refers to the top of a page that can bear a title, date, page number or a picture.**

Footer refers to the bottom of a page that can bear a title, date, page number or a picture.

i) What is the use of Split Cells and Merge Cells options?

Ans : **Split cells – split a cell into two or more cells**
Merge cells – combine two or more cells

j) Why should you be careful while removing a program from your system?

Ans : **Because we cannot run it until we install that program again.**

k) What is RAM?

Ans : **RAM is a primary memory which holds the data only when the computer is on.**

l) What are the two parts of a footnote and an endnote that are linked?

Ans : **1. Note Reference Mark 2. The content of the corresponding footnote or endnote**

Group – C [30]

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

[6 × 5 = 30]

a) Write a short note on ATM.

Ans : ATM helps you to take out money round the clock. To do transactions through an ATM, you need an ATM card. The card has a thin magnetic strip which is interpreted by the computer fitted inside the ATM machine.

b) What is MS Windows 7? List any six components of a program window.

Ans : **MS Windows 7 is an example of an operating system software. Some components of a program window are as follows:**

Navigation pane, Back and Forward buttons, Toolbar, Address bar, Library pane and file list.

c) What is the difference between RAM and ROM?

Ans :

RAM	ROM
It is volatile in nature.	It is non-volatile in nature
Full form – Random Access Memory	Full form – Read Only Memory
Both read and write operation is allowed.	Only read operation is allowed.
Ex – SRAM and DRAM	Ex- PROM, EPROM, EEPROM

- d) How can we change the height of a row in a table?
Ans : **Click and select the table → Table Tools open up → Click on Layout tab → Click on the cell size launcher → The Table Properties dialog box opens up. → We can increase the row height by clicking on the Row tab and filling the details in the Table Properties dialog box.**
- e) What will you do to insert the same title in all the pages of a document?
Ans : **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.**
- f) Write steps to insert ® in a Word document.
Ans : **We should click on the place where we want to insert the symbol - ® → click on the Insert tab → under Symbols group we should click on Symbol →A sub-menu will appear from which we can choose the character - ® → finally this character will get inserted in the file.**
- g) What are Header and Footer used for? How will you insert a Header and Footer in a Word document?
Ans : **Header and Footer can bear a title, date, page number or a picture. To insert a Header and Footer in a Word document the following steps are followed:
Click on the Insert tab → Select Header or Footer option from Header and Footer group → A drop-down submenu opens up with list of headers → Select the header**
- h) List out any five tasks which we can do through the Control Panel.
Ans : **Change the mouse settings, set the date and time, remove or change programs, customize the appearance and functionality of the computer.**