

20.12.2019  
STD: VI

EVERWIN VIDHYASHRAM  
PERIODIC ASSESSMENT- III  
INFORMTION TECHNOLOGY

Marks: 60  
Time: 2hrs

I. Choose the correct answer:

1. Both a and b
2. Text
3. Menus and Toolbars
4. 2010
5. Status bar
6. Title bar
7. Ctrl +F1
8. Ctrl +Enter
9. Formatted Text
10. Clipboard
11. Table
12. Tab
13. Delete
14. Ctrl +Y
15. Rows and Columns
16. Normal
17. Cell range
18. 1 to 1,048, 576
19. Row
20. .XISX
21. Name box
22. Ctrl + E
23. Shift Cells Down
24. Three
- 25.16,384
26. Graphs
27. =
28. Surface
29. Comma
30. Radar
31. Line
32. Chart
33. Max
34. Formula
35. Bar

II. Fill in the blanks:

36. Simple Text and Text edit
37. Flashing
38. Sheet Tabs
39. Calculate and Analyze
40. Cell Address

III. Match the following:

41. Open
42. Save Undo and Repeat button
43. Ctrl +A
44. Start a new paragraph
45. Vertical Text Alignment
46. Moves to Cell A1
47. Bold
48. Chart
49. Adds a range of cells together
50. Converts a serial number to an hour

IV. True or false:

51. False
52. True
53. True
54. False
55. False
56. True
57. True
58. False
59. False
60. True

V. Answer the following:

1. a) What are the procedures of Mail Merge?

Select mailing on the Ribbon. Start Mail Merge Command

Select step by step in Mail Merge wizard

Select Letters → Next document → select recipients → Create New

Address List → Write your letter → Preview your letter.

Complete the Mail Merge

Click print to print the letters

Click ok in the Mail Merge

Click ok to send the letters to the printer.

1. b) Write the steps to create a simple formula that multiplies the content of two cells.

Step 1: Select the cell where answer will appear.

Step 2: Type equal to sign (=)

Step 3: Click first cell or type a number

Step 4: Type the multiplication symbol (\*)

Step 5: Click second cell or type a number

Step 6: Press Enter Key on the formula bar to complete the formula.