

27.01.2020
STD: VI

EVERWIN VIDHYASHRAM
PERIODIC ASSESSMENT- IV
INFORMTION TECHOLOGY

Marks: 60
Time: 2hrs

I. Choose the correct answer:

1. Title bar
2. Tabs
3. File button
4. Ctrl+F₁
5. View toolbar
6. Mac
7. Quick access toolbar
8. Clipboard
9. Tab
10. Table
11. Delete
12. Insert
13. Ctrl + y
14. Formatted Text
15. Row
16. 1 to 1,048,576
17. Normal
18. Cell Pointer
19. 16,384
20. Alt + F4
21. Name box
22. =
23. Radar
24. Chart
25. Pound
26. Comma(,)
27. Max
28. Sorting
29. Multimedia
30. File tab
31. .pptx
32. Slides Pane
33. Slide transition
34. Ctrl + E
35. Animation

II. Fill in the blanks:

36. Text editor
37. Print Custom Range
38. Ribbon
39. Formula
40. Normal

III. Match the following:

41. New document
42. Microsoft Corporation
43. Ctrl + Z
44. Start a new page
45. Group of cell
46. Moves of cell A1
47. Adds a range of cells together
48. Predefined formula
49. Slides are arranged on the screen
50. End the slide show

IV. True or false:

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

V. Answer the following:

1. a) Write steps to insert bullet & numbering:

Step 1: Select the list of text, you can use any text selection method.

Step 2: Click Bullet button triangle to display list of bullets you want to assign.

Step 3: If you want number list, then Click Numbering button triangle. You can assign any numbering style.

Step 4: The selected text is now applied with Bullets & Numbering.

b) Write steps to apply transition:

Step 1: Select the slide to modify.

Step 2: Click Transistion tab.

Step 3: In slide group, none is applied by default.

Step 4: Click more drop – down arrow to display all transistion.

Step 5: Click transition to apply to selected slide, this will preview the transition.