CHAROTAR ENGLISH MEDIUM SCHOOL, ANAND

FINAL EXAMINATION-2019(answer key)

SUB: COMPUTER

Std: 6th

Time: 1 hour

Date: 16/04/2019

Marks: 20 marks

1. For inserting bullets and numbers in your slide, click _____ tab on the ribbon.
   (b)Home
2. A formula in MS excel can be a maximum of ____ characters in length.
   (d)8192
3. Microsoft office publisher is used to create _____.
   (d)both (a) and (b)
4. To replay to a received message, ____ option is used.
   (b)Reply
5. ____ is a graphical way to represent your text.
   (c)Smart art
6. The ____ character is used in text formula.
   (a)Ampersand
7. Background option is available in ____.
   (d)Format
8. Which of the following is not an e-mail program?
   (b)discovery
9. _____ tab is used to insert a theme.
   (b)Design
10. <> is a ____ operator.
    (d)Not equal to
11. Formatting the publications means to ____.
    (a)change font and color
12. _____ option is used to send a copy of the same message to some other people.
    (a)Carbon copy
13. Custom animation means to add ____ effect to a text or an object.
    (c)both(a)and(b)
14. Fill handle is _____ to fill the series of data.
    (d)Dragged
15. What is the extension of a saved file in MS publisher?
    (a).pub
16. To use your e-mail account, enter ____ and ____ in appropriate boxes.
    (b)username, password
17. If you want to add effects that make an object move in specified pattern ____ is used.
    (c)Motion paths
18. To remove contents of cell, select it and press ____ key.
    (d)Delete
19. Picture frame tool is present on the ____ toolbar.
    (c)Object
20. All the deleted mails move to ____.
    (c)Trash
21. To preview your slide,____ button is used.
    (a)Play
22. _____ key is used to modify the contents in the cell.
    (a)F2
23. _____ means to replace the text with your own.

(a)Editing text

24. Unread mails are highlighted in _____.

 (c)Bold

25. MS power point is a part of _____.

 (a)MS office

26. Every formula in Excel must begin with an _____ sign.

 (b)=

27. Which toolbar is used to edit the pictures?

 (c)Picture toolbar

28. _____ is the way to send mail from one _____ to another computer.

 (a)e-mail, computer

29. Shortcut key to insert a new slide is _____.

 (c)Ctrl+M

30. Exponentiation(^) is an _____ operator.

 (a)Arithmetic

31. To _____ from MS publisher, click the close button.

 (b)Exit

32. The most important advantage of e-mail is that it is _____ and _____.

 (a)easier, faster

33. The ___ dot decide a selected picture is used to rotate it.

 (d)Green

34. Arranging a given set of data in ascending or descending order is _____.

 (c)sorting

35. When you start _____ you see a list of recent files in recent publication task pane.

 (a)MS publication

36. E-mail can reach anywhere in the _____.

 (d)World

37. Slide transition option is present in _____ tab.

 (a)Animation

38. To create a simple text value, enclose it in _____ quotes.

 (b) Double

39. To preview your publication, click _____ tool on the _____ toolbar.

 (a)Print preview, Standard

40. Name the icon that indicates the mails with an attachment.

 (c)paper pin