

MAR THOMA RESIDENTIAL SCHOOL, TIRUVALLA
SECOND TERMINAL EXAMINATION-DECEMBER 2018
COMPUTER APPLICATIONS

STD VI

Time: 1½hrs

Marks: 80

Question 1

Fill in the blanks:

[10]

1. By default the deleted file is stored in -----.
2. The ----- is the most convenient way to find a file or a folder from the hard disk.
3. The lines that mark the cell boundaries are called -----.
4. ----- is the reverse of merging cells.
5. An ----- defines the position of data placed within the boundary of a cell.
6. In mail merge ----- is also known as a formal or an official letter.
7. ----- are the audio and video files that are widely used in the slides.
8. The short cut key to create a new slide is -----
9. The play all button is available on the -----.
10. In an MS PowerPoint presentation, the default view of the slide layout is -----.

Question 2

1. What is a file? [2]
2. Write down the syntax of using a file name? [1]
3. Write down the name of the [3]
 - a) temporary files that are created for general purpose.
 - b) files that are available in a directory.
 - c) files available on the storage devices which are not created by user.
- 4) Write down all the fundamental operations on file. [2½]
- 5) What do you mean by copying a file? [2]
- 6) What is the purpose of copying a file? [2]
- 7) Name the drives [2]
 - a) from a file is to be copied
 - b) in which a file is to be copied
- 8) Write down the names of three portable storage devices. [3]
- 9) What is the path of a file? [2]

- 10) What do you mean by moving a file? [2]
- 11) What are the characters used for specific searching? Write symbols also. [2]
- 12) What do you mean by searching a file? [2]
- 13) Write down the steps to delete a file? [4]
- 14) Write down the name of the buttons used for the following: [4]
- to shrink the active window
 - to enlarge the active window to its maximum.
 - to reduce the size of the active window to some extent
 - to close the window

Question 3

- What is a table? [2]
- Define a cell. [2]
- Write down the options under Delete button. [2]
- What do you mean by merging cells? [2]
- Write down the name of the tab, option and button used to merge cells. [1½]
- Write down the steps to insert a table. [5]

Question 3

- What is mail merge? [2]
- Define data source. [2]
- What are the advantages of mail merge? [2]
- Write down all the steps of mail merge wizard. [3]

Question 4

- What is an action button? [2]
- What do you mean by custom animation? [2]
- Write down all the options under add effect button. [2]
- What is slide transition? [2]
- What is a slide? [2]
- Write down the name of the tab ,group and button used
 - to insert an action button. [3]
 - to import any data from other applications