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Mar Thoma Residential School , Tiruvalla

Second Terminal Examinations

Computer Science

Std : 6

Marks : 80

Time : 1 ½ hrs

I) Fill in the blanks :-

- 1) Word saves all your letters in ----- file after mail merge .
- 2) Data source in mail merge should be in the form of -----
- 3) To preview your letter , click on ----- at the bottom of the Mail Merge task pane.
- 4) In mail merge a ----- document holds the variable information .
- 5) ----- is an electronic spreadsheet .
- 6) ----- or ----- sign is used before writing a formula .
- 7) In MS Excel , the column next to AZ is -----
- 8) To open mail merge task pane ,  
goto ----- tab -> choose -----group-> click on Start mail merge
- 9) To insert a footnote , you will go to the ----- tab and click on -----
- 10) Each workbook can contain ----- wroksheets .

[13]

II) Name the following :-

[5]

- 1) The option help to increase or decrease the line spacing in a document.
- 2) The cell on which you click.
- 3) The Excel window that appears on the screen .
- 4) Another name of worksheet .
- 5) The default alignment of text in a work sheet .

III) State true or false

[6]

- 1) BC1200 is a valid cell label.
- 2) The default alignment of numerical data in a cell is left alignment .
- 3) +BA2\*AB2 is a valid formula .
- 4) You can add or delete the recipient while merging .
- 5) Find option is in the Home Tab .
- 6) The row headings from data source appear enclosed in single angular brackets.

- IV) Answer the following :-
- 1) Write down the steps to change the line spacing in a document ? [6]
  - 2) Differentiate between Foot note and End note [6]
  - 3) How will you create a table with 4 columns and 8 rows in MS Word? [6]
  - 4) What is Mail Merge ? Explain it with the help of an example ? [6]
  - 5) What are the three basic steps of Mail Merge ? [6]
  - 6) Write the various arithmetic operators along with symbols in MS Excel [4]
  - 7) Define the term Cell . [2]
  - 8) You want to use the Find & Replace tool to replace the word 'he' by 'she' only in selected places in your document . How will you proceed ? [8]
  - 9) Study the Excel worksheet [6]

	A	B	C	D	E	F
1	Name	English	Malayalam	Hindi	Total	Average
2	Khan	42	40	46		
3	Dev	63	53	68		
4	Murthy	75	85	80		

- 1) Write the formula for find the total mark of Khan , Dev and Murthy. [2]
- 2) Write the formula for finding the average marks of Khan, Dev and Murthy. [4]
- 10) How will you correct a wrong entry in a cell ?
- 11) In MS Word , how will you change the height of a row in a table ?

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